

Our Ref: PW/AKB/FOI-03-296

17th March 2023

Stafford Education & Enterprise Park
Weston Road
Stafford
ST18 0BF

Telephone: 0300 123 1461

Sent by email

Dear

FOI-03-296

Your request for information under the Freedom of Information Act 2000

Thank you for your request dated the 14th March 2023. We can confirm that the Staffordshire and Stoke-on-Trent Integrated Care Board does hold the information that you have requested. Please see our responses in blue below:

I would like to make a Freedom of Information Request.

1. How do you process Subject Access Requests?

Please find attached the Standard Operating Procedures for Subject Access Requests which details the process.

2. What tools do you use to ensure that what needs to be redacted from patient records is redacted when responding to SARs?

The ICB do not hold patient records.

Should any items require redacting we use redaction tool in Adobe.

3. How do you share / send personal / patient information with insurance companies or solicitors when you received such a request?

Secure email is used.

Right of Appeal

Should you require any further information or clarification regarding this response please do not hesitate to contact us. If you are dissatisfied with the response, you are entitled to request an internal review which should be formally requested in writing and must be within two calendar months from the date this response was issued.

To request an internal review

You can request an internal review by contacting the Staffordshire and Stoke-on-Trent Integrated Care Board FOI team by emailing the team at StaffsStokeFOI@staffsstoke.icb.nhs.uk or by post to the address at the top of this letter.

If you are not content with the outcome of your internal review, you may apply directly to the Information Commissioner's Office (ICO) for a decision. Generally, the ICO cannot make a decision unless you have exhausted the Staffordshire and Stoke-on-Trent Integrated Care Board's FOI complaints procedure.

The ICO can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.gov.uk

Yours sincerely

Paul Winter
Associate Director of Corporate Governance