



Rydym yn croesawu gohebiaeth yn y Gymraeg neu'r Saesneg. Atebir gohebiaeth Gymraeg yn y Gymraeg, ac ni fydd hyn yn arwain at oedi. We welcome correspondence in Welsh or English. Welsh language correspondence will be replied to in Welsh, and this will not lead to a delay.

Cais Rhyddid Gwybodaeth / Freedom of Information request **Ein Cyf / Our Ref: 23-D-018**

You asked:

1. How many SARs (not other types of data protection requests) have been made to the Health Board in the last 12 months?

The Health Records Department have received 5558 Subject Access Requests over the last twelve months.

2. How many SAR requests have gone over a deadline (either the standard 30-day allocation or the extended 90-day allocation for more complicated responses)?

Of the 5558 requests received, thirty-five of these requests have gone over the standard one-month period, and of this figure twenty-four requests were completed within the 90 day period, with eleven exceeding this timeframe due to the complexity of the request.

3. How many staff are usually contacted to provide data to contribute to the request?

I can confirm this information is not recorded. Due to the variety of requests received this will vary on the number of individuals involved in the patients care, and each request is unique i.e. scope of the information required.

4. On average how many hours are spent dealing with a SAR?

I can confirm this information is not recorded. This will vary depending on the scope of the request and the volume & complexity of information requested.

5. Do you have any software to assist with SAR production and if so, which?

No specific software is used, but Kofax is used for redaction.

6. Who has budget responsibility over the costs & resources required to respond to the SARs? Please provide

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7. How many employee SARs have you received in the last 12 months and how many went over the deadline (either the standard 30 day or 90 extended)?

In the last 12 months, 6 employee Subject Access Requests have been received, none of which have exceeded the 30 or 90 day deadline.

