

Request received by regional governance team by letter, email, specific form to <a href="mailto:dsar@vocare.nhs.uk">dsar@vocare.nhs.uk</a> or to regional governance email boxes	
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[DPO may have awareness] refer to Assurance for advice on this one	Request placed on Datix
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Acknowledgement within 3 days.  Request proof of identification (ID). Confirm this request is free to the requester.	
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Regional governance teams receipt of satisfactory ID/consents and authorisation	
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Acknowledgement within 3 days. State expected completed response back to requester within 30 days unless complex then add 2 months	
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Regional governance team's collation of information	
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<b>Direct patient requests</b> Regional governance team seeks clinical advice regarding the sensitivity and appropriateness of the information to be sent, noting the content of the data and its potential impact on patient or family distress.	<b>Legal requests</b> Regional governance team collates information and send to solicitors as recorded delivery. No charge
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Regional governance teams collates, redacts [if relevant] and sends response to requester by 30 days by secure delivery.  Or up to plus 2 months if complex. [i.e. 90 days in total]  This is a free service  Datix updated.	