

APPENDIX A – SUBJECT ACCESS PROCESS MAP FOR INTERNAL AND EXTERNAL REQUESTS

Subject Access Request

*Standard Operating Procedure – short version
Please refer to full Operating Procedure for full details*

Request Received

- Request received into SAR inbox; subjectaccess@staffsstoke.icb.nhs.uk
- Log and acknowledge within three working days
- If information held, the Governance team will request required ID from the requester, if not already provided.
- When ID received the request to be passed to appropriate team for collation of the information from the data source.
- If information not held, the requester to be notified and advised where to obtain the information from.

Identity Checked

- Staff—Access to information contained in personnel file; ask applicant to complete a SARs request form detailing information required.
- Member of the Public—complete identify check, requiring two forms of ID; one photographic and one confirming address.

Seek Information

- Member of the Public—Seek information from the relevant department.
- Staff—Pass to HR for collation of the information.

Caldicott Guardian

- Provider of information to identify exemptions/redactions with the Governance team, where appropriate
- Send documents and covering letter to Caldicott Guardian for final check and approval for sign off;
- Chief Nursing and Therapies Officer,
- Assistant Chief Nursing & Therapies Officer, or
- Director of Nursing – Quality Assurance and Improvement

Send Information

- Once approval is received from the Caldicott Guardian, send information by requester's preferred route/method.

Note: *Caldicott Guardian signs off all public and staff Subject Access Requests, including appeals.*