

Freedom of Information Request**Ref: UHB 17-549**

Date 19 October 2017

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Thank you for your request for information under the Freedom of Information Act 2000. The Trusts response is as follows:

1. How many posts does the Trust have within its Information Governance (IG) department, including vacancies? Please include headcount and WTE.

The Trust does not have a specific department for Information Governance but most elements of Corporate IG are undertaken by the Trust Secretariat Team. We have 1 WTE Information Governance Officer.

2. Please list the job titles, including their AfC bands.

- Information Governance Officer AFC Band 5
- FOI Administrator AFC Band 4

3. Please provide a copy of your IG structure chart, to show its position within the organisation and reporting lines.

Please see attachment one.

4. Please provide copies of the most recent job description/person specification for each role within the IG structure.

Please see attachment two.

5. If not included in the above, please also provide the JD/person spec for your Data Protection Officer.

We do not have a specific job description/person specification for this role however the role is incorporated into the Trust Secretary role. Please see attachment three.

- 6. Please provide high-level details of the responsibilities of your IG department – these may include, but are not limited to the following examples:**

Handling subject access requests	Only non-medical and non-personnel records
Handling Freedom of Information requests	Yes
IG Toolkit	Yes
Delivering IG training	Yes
Providing advice and guidance	Yes
Registration Authority (Smartcards)	No, This comes under the Trust's IT Department
Cyber/IT security	No, This comes under the Trust's IT Department
Incident/breach management	Yes

- 7. If not your IG department, which department deals with processing FOI requests?**

The Trust Secretariat – please see attachment one.

- 8. Have you created any new roles in response to GDPR, or is this work being absorbed into current job roles?**

We can confirm no roles have been created.

- 9. If the Trust does not have an Information Governance department, please advise which roles within the Trust fulfil the responsibilities set out in Q6.**

Please see response to question 6.

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Trust Secretary
 University Hospitals Bristol NHS Foundation Trust
 Trust Headquarters
 Marlborough Street
 Bristol
 BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely,

[Redacted signature]