

Freedom of Information Request**Ref: UHB 17-586**

Date 16 November 2017

[REDACTED]

[REDACTED]

[REDACTED]

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

- 1. How many subject access requests did you receive the identifying paperwork for and process in the following years:**

2014	2015	2016
1613	1725	1659

Please note the above figures are for clinical records. The Trust does not centrally record non-clinical subject access requests at present.

- 2. How many subject access requests you rejected in the following years:**

2014	2015	2016
0	0	0

Please note we do not reject requests but instead go back to requestors if they haven't provided the right information.

- 3. What was the average cost for you to process a subject access request in the following years:**

2014	2015	2016
£10 - £50	£10 - £50	£10 - £50

Please note the above figures are for clinical records. The Trust does not centrally record non-clinical subject access requests at present.

- 4. How much do you charge an individual to process a subject access request?**

£10 administration fee

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,

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