

August 2011

- 1) *Please supply me with an up-to-date copy of your current structure chart, to include posts which are dedicated to processing subject access requests, freedom of information requests and environmental information requests, to include job title, salary band and Whole/Full Time Equivalent.*

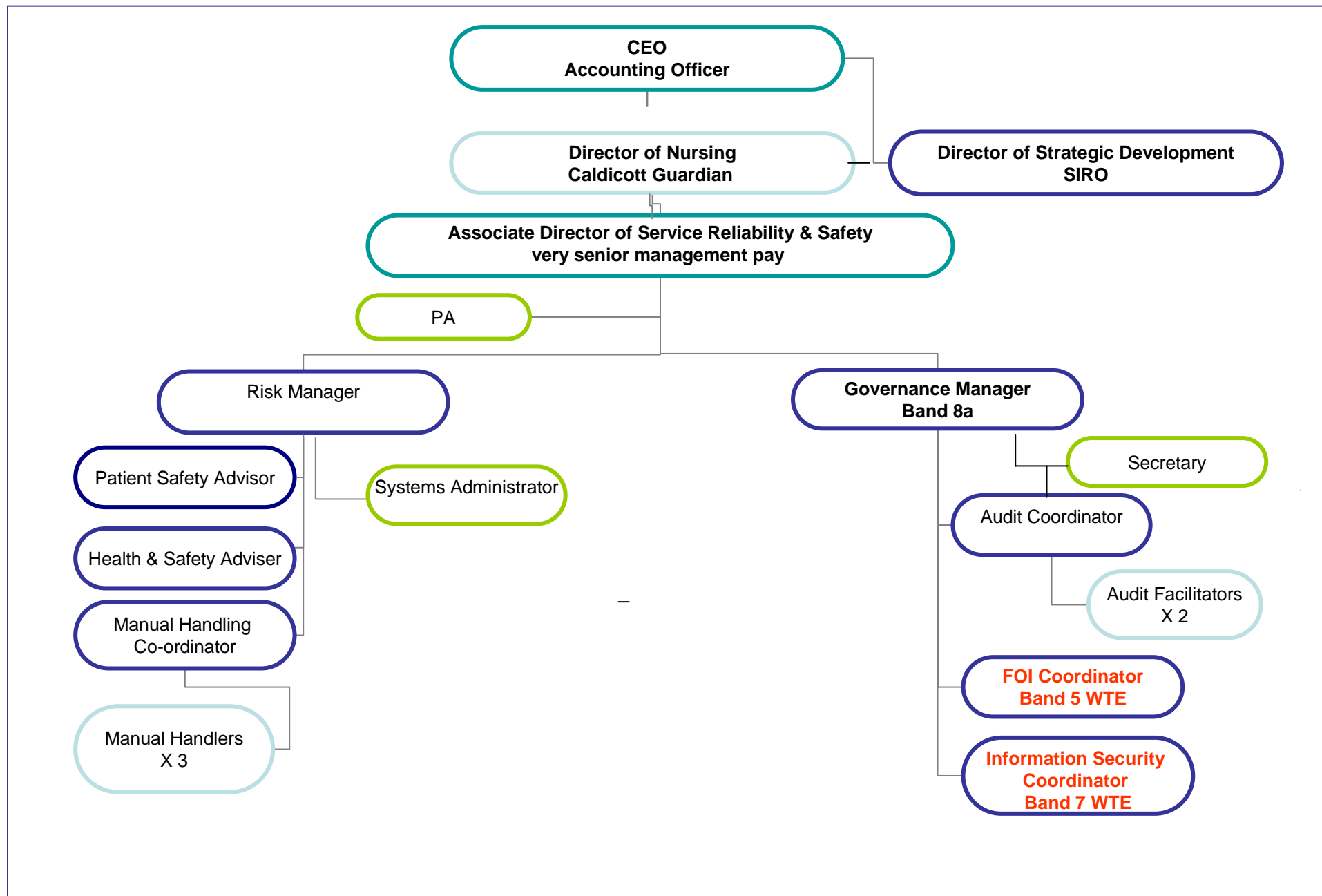
Please see enclosed structure charts which include the posts you refer to. Please note these job roles do have other duties which are carried out in addition to processing access requests.

If you do not have a post or posts which are dedicated to processing subject access requests, freedom of information requests and environmental information requests, can you please provide me with an overview of the arrangements you have in place for dealing with these types of requests within your organisation.

- 2) *Over the last two financial years how many Whole/Full Time Equivalent Information specialists has your organisation employed who deal the following and how many do you anticipate employing in 2011/12?*

	Job Title	Number of staff (WTE/FTE)		
		2009/2010	2010/11	2011/12 (anticipated)
<i>Data Protection Information Sharing Information Security</i>	Information Security Coordinator	1 WTE	1 WTE	1 WTE
<i>Freedom of Information EIR Requests</i>	FOI Coordinator	1 WTE	1 WTE	1 WTE

Please note these job roles do have other duties which are carried out in addition to processing access requests.



Performance and Patient Services Directorate

Subject Access Requests Structure

