

Date: **14 January 2020**

Our reference: **FOIRQ5591**

Dear Sir/Madam,

Thank you for your request for information, which we have processed under the Freedom of Information Act 2000. Please see our response to your following request for information:

Your Request

- 1) *please can you send me a copy of the current subject access request cover letter that you use*
- 2) *a copy of the last 5 DPIAs completed*
- 3) *a copy of any internal mandatory information governance training that you give to staff which was written in the last 2 years including presentation slides and videos and any other media*
- 4) *a copy of any instructions given to staff members to reduce data security breaches, for example double checking work which was written in the last 5 years*
- 5) *a list of any policies implemented in the last 2 years within the organisation to help reduce the environmental impact that the organisation*

Our Request for Clarification

We requested you to provide clarification regarding the following question to determine what information you are specifically seeking to obtain, for example, a policy relating to energy management, air quality or waste; or something different?

- 5) *list of any policies implemented in the last 2 years within the organisation to help reduce the environmental impact that the organisation*

Your Response to Our Request for Clarification

You responded and confirmed you are seeking to obtain policies on energy management and waste.

Our Response (in bold)

Great Ormond Street Hospital for Children NHS Foundation Trust (the 'Trust') is a single site, specialist tertiary paediatric trust. Please see our response (in bold) to your following request for information:

- 1) *please can you send me a copy of the current subject access request cover letter that you use*

Please see attached a copy of our “Release Letter SAR” cover letter.

- 2) *a copy of the last 5 DPIAs completed*

Please see attached copies of our last 5 completed DPIAs. Please see note below **

Please note **The Trust has redacted information where names of individuals contained within the information we are disclosing is considered to be third party data under Section 40 (Personal Information) of the Freedom of Information Act (FOIA) 2000. This is an absolute exemption with no requirement to consider the public interest on whether to disclose it; which provides for information to be withheld relating to third party data of individuals, which could potentially contravene the first data protection principles contained within the Data Protection Act (DPA) 2018.

Sections 40(2) of the FOIA states that personal data includes: any expression of opinion about the individual and any indication of the intentions of the data controller; or any other person in respect of the individual that should not be disclosed and should be exempt under Section 40(2) of the FOIA.

- 3) *a copy of any internal mandatory information governance training that you give to staff which was written in the last 2 years including presentation slides and videos and any other media*

The Trust’s mandatory training used is the national Data Security and Protection training from e-learning for health. Further information is available on the e-learning website link below:

<https://www.e-lfh.org.uk/programmes/data-security-awareness/>

- 4) *a copy of any instructions given to staff members to reduce data security breaches, for example double checking work which was written in the last 5 years. Regular communications are provided in response to incidents or areas of risk around data security. The most recent campaign around data security has been based on NHS Digital’ ‘Keep I.T. Confidential’ and further details can be accessed on the following website link:*

<https://keepitconfidential.nhs.uk/>

5) *a list of any policies implemented in the last 2 years within the organisation to help reduce the environmental impact that the organisation* **The following policies have been implemented:**

- **Waste Management Policy**
- **Confidential Waste Policy**

Please note:

The information we have provided under the Freedom of Information Act 2000 is the information held on the date your request was received by the Trust.

We hope the information provided is sufficient and helpful in answering your questions or any issues or concerns. Should you have any further queries in relation to this request, please do not hesitate to contact the FOI Team and quote the above reference number on any related correspondence.

Re-use of information

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For information which is not Great Ormond Street Hospital for Children NHS Foundation Trust copyright, e.g. external websites, please contact the named party directly.

Yours sincerely

Freedom of Information team

Great Ormond Street Hospital for Children NHS Foundation Trust

Email: foiteam@gosh.nhs.uk

[Enclosed – Your rights – see next page]

Your Rights

Should you have any questions relating to the response you have received to your request for information, please do not hesitate to contact the FOI Team. Alternatively, you are entitled to make a request for an internal review within two months from the date of receiving our final response to your original request. You can also write to the Head of Quality & Safety at the following address:

Quality & Safety team
Great Ormond Street Hospital
LONDON
WC1N 3JH

If, however, you remain dissatisfied with the outcome of the internal review then you have the right to appeal to the Information Commissioner as the final stage of the FOI process. You can contact the Information Commissioner's Office at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113
Fax: 01625 524510