NHS
Doncaster and Bassetlaw
Teaching Hospitals
NHS Foundation Trust

Freedom of Information Act Request

How many information governance incidents were reported in your organisation in the following periods:

01/01/2022 – 31/12/2022 - 82

01/01/2023 – 31/12/2023 - 78

01/01/2024 – 30/06/2024 - 42

How many information governance incidents reported in your organisation were ICO reportable in the following periods:

01/01/2022 – 31/12/2022 - 2

01/01/2023 – 31/12/2023 - 0

01/01/2024 – 30/06/2024 - 0

Did any of the ICO reportable incidents required you to inform the Data Subjects concerned? And if so, how many incidents met this requirement?

2022 - *2

2023 - 0

2024 – 0

*Subjects were aware of incident prior to being reported to the ICO

How many information governance incidents reported in your organisation were rated as 'no harm' in the following periods:

01/01/2022 – 31/12/2022 - 81

01/01/2023 – 31/12/2023 - 76

01/01/2024 – 30/06/2024 - 42

How many information governance incidents reported in your organisation were rated as 'near miss' or equivalent in the following periods:

01/01/2022 – 31/12/2022 - 0

01/01/2023 – 31/12/2023 - 0

01/01/2024 – 30/06/2024 - 0

How many information governance incidents reported in your organisation were rated as 'medium/severe harm' or equivalent in the following periods:

01/01/2022 – 31/12/2022 – 1 moderate

01/01/2023 – 31/12/2023 – 2 moderate

01/01/2024 – 30/06/2024 - 0

Does your organisation regularly monitor themes and trends of information governance incidents? If so, could you please state which themes and trends were identified in the last three years?

- Misfiling
- Unauthorised access
- Data shared in error via email

Does your organisation have a consulting group/body to which information governance incidents are reported on a regular basis? If so, who chairs the group/body and who are its members?

Information Governance Committee – Monthly

Chaired by the Head of Information Governance/DPO

Members are from across the Organisation – 25 in total - and include:

Caldicott Guardian

SIRO

Representative from Casenote Release

Representative from FOI team

Representative from IT Ops

Representative from Finance and Risk Committee

Representative from Fraud

Other representatives from various specialities as and when required.

Does your organisation have an Information Governance Team? If so, what is the structure of the Information Governance Team? How many staff members are part of the Information Governance Team? What is the banding of the staff members in the Information Governance Team? **1x Head of Information Governance – Band 8b** **1x Data Security and Protection (Information Governance) Manager – Band 6** **Reporting to the SIRO/Chief Information Officer**	
Does your organisation have a team that administers and processes Freedom of Information Requests? If so, what is the structure of this team? How many staff members are part of the team that handles Freedom of Information Requests? What is the banding of the staff members in the Freedom of Information Requests team? **1 staff member on Band 3 – managed by Deputy Director of Comms and Engagement**	
How many Freedom of Information (FOI) requests did your organisation receive during the following periods: 01/01/2022 – 31/12/2022 **514** 01/01/2023 – 31/12/2023 **677** 01/01/2024 – 30/06/2024 **467**	
Were any of the responses to FOI requests provided outside of the legal timeframe? If so, how many responses were delayed for each of the following periods: 01/01/2022 – 31/12/2022	

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152
01/01/2023 – 31/12/2023
178
01/01/2024 – 30/06/2024
131
How many Subject Access Requests (SARs) did your organisation receive during the following periods: 01/01/2022 – 31/12/2022   **2804**   01/01/2023 – 31/12/2023   **3192**   01/01/2024 – 30/06/2024   **1524 * only to May 24**
Were any of the responses to SARs provided outside of the legal timeframe? If so, how many responses were delayed for each of the following periods: 01/01/2022 – 31/12/2022   **23**   01/01/2023 – 31/12/2023   **715**   01/01/2024 – 30/06/2024   **832 * only to May 2024**
Does your organisation keep a record of requests submitted by Data Subjects in relation to the following rights: • the rights to have their data rectified, erased or restricted;   • the right to object;   • the right not to be subject to a decision based solely on automated processing.   **Yes**

For clarity, please note that the definition of the term 'information governance incident' for the purpose of this request is as follows:

Any event or occurrence that involves a breach or compromise of policies, procedures, or regulations governing the management, protection, and use of information within your organisation. These incidents can affect the confidentiality, integrity, or availability of information, and can have legal, financial, or reputational consequences.

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