

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on 10 March 2023.

I am pleased to confirm the following.

How do you process Subject Access Requests?

Via Microsoft Teams share point, Emails, and paper.

What tools do you use to ensure that what needs to be redacted from patient records is redacted when responding to SARs?

Adobe Acrobat

How do you share/send personal/patient information with insurance companies or solicitors when you receive such a request?

Via password protected emails and Microsoft Teams Share point.

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If you are unhappy with the information received in response to this request, please address your complaint to the Patient Affairs Office at Milton Keynes Hospital NHS Foundation Trust, Standing Way, Eaglestone, Milton Keynes MK6 5LD. If, after exhausting our internal process, you are still unhappy with the information received, you may write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

If you need any further assistance, please do not hesitate to contact us at the address above.

Yours sincerely,

Freedom of Information Co-ordinator
For and on behalf of Milton Keynes Hospital NHS Foundation Trust

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