

4th September 2026

Eastbourne District General Hospital

Kings Drive
Eastbourne
East Sussex
BN21 2UD

Tel: 0300 131 4500
Website: www.esht.nhs.uk

Further to your recent request for information made under the Freedom of Information Act (FOIA) 2000, I now set out our answers to your specific questions, and any clarifications sought and provided, as follows:

I would be grateful if you could provide the following information relating to your Information Governance (IG), Information Rights, Information Access, Health Records, Corporate Information, or equivalent service(s).

1) Current Open Request Volumes:

As at the date this FOI request is processed, please provide:

a) The total number of open Subject Access Requests (SARs).

[As at 4.40pm on the date this FOI request was processed \(12th August 2026\), there were 201 open SAR's.](#)

b) The total number of open Freedom of Information (FOI) requests.

[As at 4.40pm on the date this FOI request was processed \(12th August 2026\), there were 127 open FOI requests.](#)

2) Please provide the total number of Subject Access Requests and Freedom of Information Requests received over the past 6 months.

[For the period 12.02.2026 to 12.08.2026, the number of SAR's and FOI requests received were as follows:](#)

Metric	Number
SAR's	2194
FOI Requests	472

3) Information Governance Workforce Structure:

Please provide your current organisational structure chart/organogram, for the team(s) responsible for any of the following functions:

- a) Subject Access Requests (SARs)**
- b) Freedom of Information requests**
- c) Environmental Information Regulations requests**
- d) Data Protection Impact Assessments (DPIAs)**
- e) Right to Rectification requests**
- f) Right to Erasure requests**
- g) Other UK GDPR information rights requests**
- h) Investigations into unauthorised access and audit trail requests**
- i) Access to Health Records applications**
- j) Medical/Health Records services**
- k) Records Management**
- l) Records Retention and Disposal**
- m) Archive Services**
- n) Disclosure of records for legal claims**
- o) Third-party disclosures (including Police requests, Court Orders, Coroners, Solicitors and other disclosures not relying on patient consent)**
- p) Information Governance compliance and advisory services**
- q) Any other Information Governance-related functions**

Please ensure this includes:

- Job title.**
- NHS Agenda for Change band (or equivalent grading).**
- Whole Time Equivalent (WTE) establishment.**
- Current WTE in post (if available).**

Please include all roles from operational staff through to senior management, including but not limited to:

- Administrators**
- Officers**
- Senior Officers**
- Managers**
- Heads of Service**
- Deputy Directors**
- Directors**
- Chief Information Governance leads**

[The Trust does not hold organisational structure charts/organograms for all non-clinical services. However, to be of assistance, please refer to the attached document entitled "FOI 26-573 RFI & IG Organogram" which sets out functions listed above that sit with the Request for Information and Information Governance Teams. Please also find attached the "Digital_Records_Structure_Chart".](#)

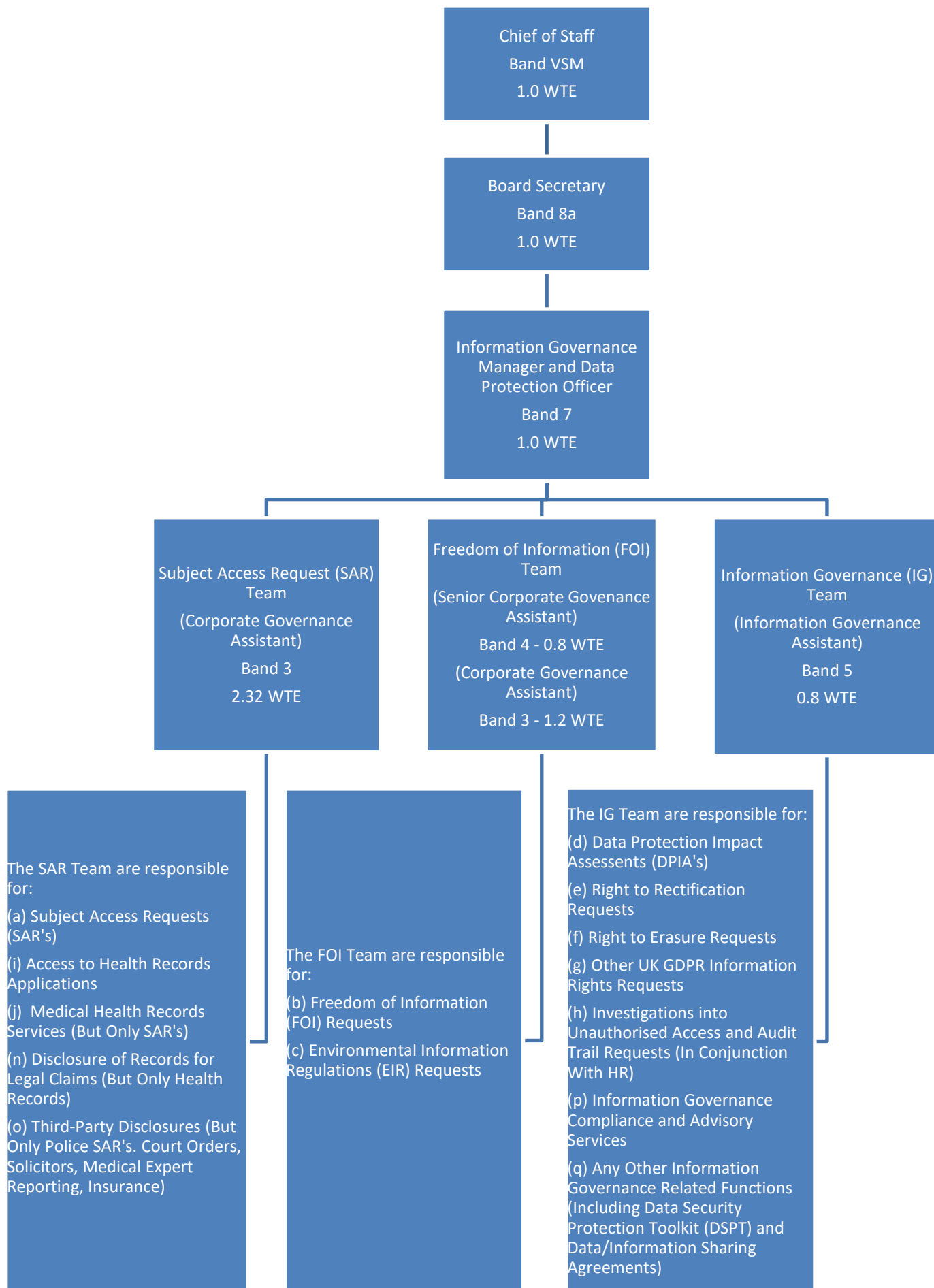
4) Trust total substantive NHS staff employed by your organisation.

As at 31st July 2026, the Trust's total substantive NHS staff employed by the organisation was 7,712 whole time equivalent.

I trust this information is helpful in its detail or explanation however, if you are dissatisfied with the response, then you have the right to request an internal review. If you wish to seek an internal review, please write to the Freedom of Information Team at esh-tr.foi@nhs.net quoting the above FOI reference number, within 40 working days. Please note the Trust is not obliged to accept a request for an internal review after this time period.

Yours faithfully

Freedom of Information (FOI) Team
East Sussex Healthcare NHS Trust
0300 131 4716
Core Hours of Business: Monday to Friday 9.00am to 4.00pm



Digital Records Organisational Structure

