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Prifysgol Felindre  
Velindre University NHS Trust Headquarters

2 Cwrt Charnwood  
Heol Billingsley  
Parc Nantgarw  
Caerdydd/Cardiff  
CF15 7QZ

Ffôn/Phone : (029) 20196161

<https://velindre.nhs.wales>

Date: 19<sup>th</sup> May 2023

Ref: CORP 2023-040

Dear \*\*\*\*\*

### **Freedom of Information request : DATIX incident Report Logs - CORP 2023-040**

Thank you for your request for the following information which we received on 1<sup>st</sup> March 2023. May I take this opportunity to apologise for taking longer than anticipated in responding to your request, this is because the Trust undertook a reasonable estimate to assess whether it could provide the information you requested.

Your Request:

*Please could you provide, the 20/21, 21/22 and current financial years, the DATIX incident reporting logs filed within your organisation.*

*This link details the procedure using Datix :*

*<https://www.bcpft.nhs.uk/about-us/our-policies-and-procedures/i/858-incident-reporting-sop-1-reporting-an-incident/file?tmpl=component>*

*I'm aware that some of the data included in the logs will identify an individual patients and/or staff.*

*Please only provide the following:*

*Section 1 – Incident date, site location*

*Section 2 – please provide all data, as it should be anonymised*

*Section 3 – please provide all data, as should be anonymised*

*Section 4, 5 and 6 – no details as this will be personal data*

*Should your organisation not use the Datix incident reporting system for any reason, please give details of the reporting system you use, the anonymised data it provides and include any categorisation of incidents as illustrated in section 3.*

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*If any of the above is unclear or I can help in any further way with the request please feel free to give me a call on the number below.*

*Thank you very much in advance for your help with this.*

The Trust has reviewed your request which is correctly formatted and complies with Section 8 of the Freedom of Information Act.

Trust has undertaken an assessment of the information requested, and has found that it is unable to provide you with the information requested. Therefore, in accordance with the Freedom of Information Act 2000, this letter acts as a Refusal Notice under section 17 of the Act (Refusal of Request).

The Trust does not hold the data in a format that would enable us to respond to your request to the level of detail required. The Standard Operating Procedure (SOP) referred to, and provided in the link above, is used by an English NHS Trust, the Datix system used in Wales does not follow the same procedure and therefore the required data does not match this SOP.

From our preliminary assessment, we estimate that to comply with this request would exceed the appropriate costs limit under section 12 of the Freedom of Information Act 2000 (exemption where the cost of compliance exceeds the appropriate limit). This is currently £450, which based on assessment of 18 hours work at a rate of £25 per hour.

In reaching this decision we have reasonably estimated that it would take our Staff approximately 2,100 hours to review all incident records for the years specified to verify that no personal data was inadvertently included in each record. This figure is based on a timescale of 5 minutes per recorded incident. Therefore, obtaining the data would work out at approximately 2,100 hours x £25.00 per hour (cost permitted under the Act) which equals a cost of £52,000.

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As you will be aware this is not an exemption which requires us to consider the application of the public interest test.

However, so that the Trust complies with Section 16 of the Act (duty to advise and assist), may I suggest that you review your request so that you may request information that we are able to provide within the 18 hour timeframe. Further information on how to refine a request can be found in Section 6.9 of the [Freedom of Information Code of Practice 2018](#).

I trust this answers your request for information, however, should you not be satisfied with the information supplied or the process of supplying it, you have a right to complain and request a review. Please note that you must submit a request for a review within 40 days of the date of this letter.

You should forward your complaint to:-

Mr Ian Bevan via [FOI.VUNHST@wales.nhs.uk](mailto:FOI.VUNHST@wales.nhs.uk)  
Head of Information Governance  
Velindre University NHS Trust  
2, Charnwood Court  
Heol Billingsley  
Parc Nantgarw  
Cardiff / Caerdydd  
CF15 7QZ  
Tel / Ffon - 029 20196161

Should you wish to take your complaint further, if you are still unhappy with the decision after review, you can contact the:-

Information Commissioner's Office - Wales  
2nd Floor,  
Churchill House,  
Churchill Way,  
Cardiff,

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CF10 2HH  
Telephone: 0330 414 6421  
email: wales@ico.org.uk

Yours sincerely,

Lauren Fear  
Director of Corporate Governance and Chief of Staff  
Velindre University NHS Trust  
2 Charnwood Court  
Heol Billingsley  
Parc Nantgarw  
Cardiff  
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