

Our ref: IG/FOI/FOI.563.25

10 November 2025

Sent via email to: [REDACTED]

Dear [REDACTED]

Request under the Freedom of Information Act 2000

I write further to your request for information which was received on 29 October 2025, to confirm, in accordance with S.1(1)(a) of the Freedom of Information Act 2000, that Powys Teaching Health Board (PTHB) does hold the information that you require.

For ease of reference your request is set out below and the Health Board's response follows.

Your Freedom of Information (FOI) Request:

Under the Freedom of Information Act, I kindly request details of your organisation's Information Governance (IG) and Records Management teams. Specifically, I seek:

1. The organisational hierarchy and structure of these teams;
2. The reporting lines and positions within each; and
3. The placement and role of the Data Protection Officer (DPO) within this structure.

Should this information already exist in an accessible document or chart, I would be grateful if you could provide a copy or link to it.

Powys Response:

Q1 - Q2. Please see FOI.563.25 Attachment 1 for Powys Teaching Health Board's (PTHB) Information Governance and Records Management Team organisational chart.

Please note that the Information Governance & Records Management Team has a strategic responsibility for records management. However, PTHB does not operate a centralised operational records management team. The Corporate and Health Records Manager sitting within this Team provides strategic oversight to

ensure the Health Board complies with all relevant legislation, standards, policies, procedures, and best practice in relation to records management.

Day-to-day operational records management responsibilities are built into a wide range of roles across the Health Board and all staff employed have records management responsibilities embedded in contracts of employment and integrated into operational service-level job descriptions.

Q3. The Data Protection Officer (DPO) for PTHB is the Head of Information Governance, Records and Data Protection Officer and they report to the Director of Corporate Governance/ Board Secretary.

If you have queries or any concerns, contact details are given at the top of the letter. Please remember to quote the reference number above in any future communications. If you are dissatisfied with the handling or response to your request and wish to ask for a review of this, please contact us and we will arrange for this to be done.

Further information is available from the Information Commissioner's Office who can be contacted at:

Address: Information Commissioner's Office (Wales), 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH.

Telephone: 0330 414 6421

Complaints Portal: www.ico.org.uk/foicomplaints

Web site: <https://ico.org.uk/>

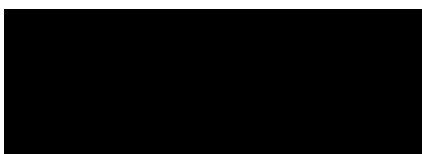
Re-use of Public Sector Information

All information supplied by the Health Board in answering a request for information (RFI) under the Freedom of Information Act 2000 will be subject to the terms of the Re-use of Public Sector Information Regulations 2015.

Under the terms of the Regulations, the Health Board will licence the re-use of any or all information supplied if being used in a form and for the purpose other than which it was originally supplied. This license for re-use will be in line with the requirements of the Regulations and the licensing terms and fees as laid down by the Office of Public Sector Information (OPSI). Most licenses will be free; however, the Health Board reserves the right, in certain circumstances to charge a fee for the re-use of some information which it deems to be of commercial value.

Further information including a sample license terms and fees can be found at Open Government Licence.

Yours sincerely



Helen Bushell
Director of Corporate Governance/Board Secretary

Rydym yn croesawu derbyn gohebiaeth yng Nghymraeg. Byddwn yn ateb y fath ohebiaeth yng Nghymraeg ac ni fydd hyn yn arwain at oedi.

We welcome receiving correspondence in Welsh. We will reply to such correspondence in Welsh and this will not lead to a delay.