



**The Freedom of Information Act 2000 (FOIA) gives a general right of access to all types of recorded information held by public authorities. It replaces the Open Government Code of Practice which has been in operation since 1994. As individuals you already have a right of access to information about yourselves under the Data Protection Act (DPA) 1998.**

**We have 20 working days in which to process your request for information. However, this time may be extended if:**

- we have asked for a fee and are awaiting payment
- we have asked for more information from you to help us locate or retrieve the information you have requested
- we are considering using an exemption

*Personal Data is subject to the Data Protection Act and personal data relating to third parties may be exempt under the FOI Act.*

The FOIA extends the right of the DPA to allow you access to all types of recorded information held by the PCT. The FOIA is enforced by the Information Commissioner, a post that now combines regulation of both the Freedom of Information Act 2000 and the Data Protection Act 1998. Under the FOIA it is our duty to make available a Publication Scheme setting out the classes of information we hold and the manner in which we intend to publish that information. This scheme is available on our website. Alternatively a hard copy is available. The scheme has been designed to give you access to routinely published information without having to make a specific request. No charge is levied for information contained within our Publication Scheme.

#### **MAKING A REQUEST**

As from 1 January 2005 you have the right to request any recorded information held by the Trust. Your request must be in writing or via email and should contain a valid correspondence address. Your request should give us sufficient information to allow us to identify and locate the information you require. A telephone number would also be helpful should we wish to contact you further with regard to your request. We are entitled to make a charge for the cost of identifying and locating the information, copying, postage etc.

## Refusal of a request

Should your request be refused we will inform you by letter of the reasons for this decision. These could include:

- where the cost exceeds the prescribed amount
- information available elsewhere
- vexatious or repeated requests
- information readily available on the Publication Scheme
- if one or more exemptions in the Act apply

Should you not agree with the decision you have a right to complain and request a review. You should forward your complaint to our Freedom of Information Co-ordinator or the Complaints Department.

If you are still unhappy with the outcome of your complaint, you can contact the:

Information Commissioner's Office  
Wycliffe House  
Water Lane,  
Wilmslow  
Cheshire, SK9 5AF  
Tel: 01625 545700  
Fax: 01625 524510  
[www.ico.gov.uk](http://www.ico.gov.uk)

## Further information

The following websites and publications relate to the Freedom of Information Act 2000:



**OXFORDSHIRE PCT  
JUBILEE HOUSE  
5510 JOHN SMITH DRIVE  
OXFORD BUSINESS PARK SOUTH  
OXFORD  
OX4 2LH  
TEL: 01865 336791  
FAX: 01865 337094  
[xxx@xxxxxxxxxxxxxxxxxxx.xxx.xx](mailto:xxx@xxxxxxxxxxxxxxxxxxx.xxx.xx)**

Freedom of  
Information (FOI)

