

Jean McRaven  
Via email @ whatdotheyknow  
[request-476206-c51a1549@whatdotheyknow.com](mailto:request-476206-c51a1549@whatdotheyknow.com)

**Date 9<sup>th</sup> April 2018**

**Our Ref: FOI 877 18**

Dear Madam

**Reference – Freedom of Information Request**

Thank you for your request for information. Your request was received by the HSCB on 9<sup>th</sup> April 2018. This request will be processed under the terms of the Freedom of Information Act 2000, within the statutory timescale of 20 working days.

The leaflet attached is provided for your information and tells you about the legislation and our procedures for dealing with requests for information.

If you have any queries about this communication, please do not hesitate to contact me. It would be helpful if you could quote the reference number above in any future communications relating to this request.

Yours sincerely,



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Mr Peter Moran  
Assistant Information Governance Manager  
HSCB – Western Offices