

## **Freedom of Information Requests (FOI) – Requester's Guide**

### **Making a Request for Information under the Freedom of Information Act 2000**

#### **What is Freedom of Information?**

The Freedom of Information Act 2000 (FOI) came fully into effect on 1 January 2005. Its aim is to promote greater openness and accountability and to improve understanding of how public authorities function. Under the Act any member of the public may request information held by Leicestershire Partnership NHS Trust.

#### **FOI Publication Scheme**

The Publication Scheme contains information routinely published by the Trust, about how we are organised, the way we work and the services we provide. This includes:

- Financial and funding information
- Aims, targets and achievements
- Reports and independent enquiries
- Policies and procedures

You may find it helpful to consult the Publication Scheme before making an FOI request. Further information can be found on the Trust's website at:

<https://www.leicspart.nhs.uk/about/freedom-of-information-requests/>

#### **How do I make a request for information?**

You can make a request for recorded information held by the Trust. Your request must be made in writing and can be sent via email to: [LPT-FOIRequests@leicspart.nhs.uk](mailto:LPT-FOIRequests@leicspart.nhs.uk)

You need to state clearly what information you are requesting, so that we can identify and locate the information required. If you are unable to provide enough detail we will contact you to seek further clarification and the clock will stop.

You must state your correct name and it would be helpful to include your telephone number in case we have any queries.

#### **Will I have to pay?**

Information obtained from our website is free of charge and most requests do not incur any cost. However, we will let you know if any charges apply before sending you any information.

#### **How long will it take to answer my request?**

Requests will normally be dealt with within 20 working days. However, it may take longer if:

- We have to seek clarification from you about your request

- We have asked you for a fee
- We have to consider whether it is in the public interest for us to comply with your request

### **Why might my request be refused?**

Your request for information may be refused if:

- The information is readily available through another source including our Publication Scheme or on our website
- You don't supply us with your correct name or enough information to identify the information you are looking for
- The cost of providing the information exceeds the limits set out in the National Fees Regulations
- Any of the exemptions of the FOI Act 2000 apply
- The request is vexatious or repeated

### **What happens if my request is refused?**

If your request is refused we will write to explain why, setting out any exemptions that apply.

### **What can I do if I am not happy with your response?**

You can ask for an internal review of the decision. Details on how to do this will be included in our response to your request.

### **Comments and Feedback**

The Trust is committed to openness and accountability and fully supports the aims of the Freedom of Information Act. We welcome any suggestions and comments as to how we might improve the Publication Scheme or the way in which requests for information are handled.

### **How to contact us**

#### **To make a request for information, write to:**

Data Privacy Officer – FOI  
 Leicestershire Partnership NHS Trust  
 Unit 2, Bridge Park Plaza  
 Bridge Park Road  
 Thurmaston  
 LE4 8BL

Email: [LPT-FOIRequests@leicspart.nhs.uk](mailto:LPT-FOIRequests@leicspart.nhs.uk)

There is also a web form available for submitting requests at <https://www.leicspart.nhs.uk/about/freedom-of-information-requests/>.

More information about FOI is available from The Information Commissioner:  
 Telephone 0303 123 1113 or visit [www.ico.org.uk](http://www.ico.org.uk)

### **Accessible Information Standards**

Please advise us if you have any communication needs and we will endeavour to provide information in a format that is accessible to you.

Trust Headquarters: Bridge Park Plaza, Bridge Park Road, Thurmaston, Leicester. LE4 8PQ

Chair: Cathy Ellis Chief Executive: Angela Hillery

We are a smoke-free Trust.

NHS organisations now use 100 per cent recycled paper as part of our sustainability commitment

View our privacy notice at [www.leicspart.nhs.uk/\\_Aboutus-Whatwedowithyourinformationprivacynotice.aspx](http://www.leicspart.nhs.uk/_Aboutus-Whatwedowithyourinformationprivacynotice.aspx)

