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| 30 December 2019  Ms Sarah James | Freedom of Information  Legal Services Department  Cheltenham General Hospital  Sandford Road  Cheltenham  GL53 7AN  Email: ghn-tr.foi@nhs.net |

Dear Ms James

**Re: Request under Freedom of Information Act 2000 ID 5382**

Thank you for your request for information which we received on 5 December 2019. The Trust is due to respond on 7 January but I am writing to ask for an extension. I am hoping that the Trust will be able to respond by 20th January. The delay is due to staff shortages over the festive season. I am sorry we were unable to respond promptly on this occasion but I will send the information through as soon as I receive it.

Yours sincerely

**Caroline Pennels**

**Head of Legal Services and Trust Lead for Freedom of Information**

Gloucestershire Hospitals NHS Foundation Trust

**Data Protection**

Your information will be used by the Trust for the purposes of dealing with your request. The information you provide will also be used to monitor and review the Trust’s Publication Scheme and to monitor compliance with the legislation. The information you provide will be stored in a secure shared database which will only be accessible to the Freedom of Information (FOI) Lead for the Trust to which you made the request, and their authorised FOI administrators.