**FOI Feedback Form**

To ensure that we are meeting our public duty, we would be grateful if you could provide your feedback in order to help us improve our service. The information you provide on this form is anonymous and will always remain confidential.

Please note that providing feedback does not in any way interfere with your right to complain or to request an appeal in relation to your request or prevent you from making a request in the future.

Thank you in advance.

**FOI Request Reference Number (optional):**      

**Please choose the relevant category that most applies to you**

3rd sector organisation

Local Authority

Member of the public

Education

Media

Government

Other:      

**Why did you make an FOI request?**

I was unable to find the information on the website

The information on the website is out of date

The service area I was dealing with wasn’t answering my queries

It was easier than finding out who to contact directly

I wish to make a complaint

I didn’t know my request would be dealt with under the FOI Act

Other:      

**Did you receive the information you wanted?**

Yes

No

**Was the response received clear?**

Yes

No, please tell us why

**Did you submit this request to another organisation as well?**

Yes, and they provided me with the information required

Yes, and they did not provide me with the information required

No

**Are you aware of the procedure if you are unhappy with the handling of your FOI request?**

Yes

No

**Please rate the following:**

**The quality of the information received**

Good

Adequate

Poor

**If any exemptions were applied, how well were these explained?**

Well - I understood them

Adequate - I barely understood them

Poor - I didn’t understand them

N/A

**The overall impression of the service:**

Good

Adequate

Poor

**Your suggestions to improve our service**

**Please email the completed form back to:** [freedomofinformation@covwarkpt.nhs.uk](mailto:freedomofinformation@covwarkpt.nhs.uk)

**Thank you**

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