

Ms Octavia Pemberton

10 April 2020

Our Ref: RFI 33430

Dear Ms Pemberton

Re: Request for Records/Information

As you will be aware, Health & Social Care is experiencing unprecedented pressures due to Coronavirus (COVID-19). As a Trust, we are asking our staff to prioritise their duties as front line health and social care workers. We believe other duties within their role, such as investigating and responding to requests for information, will be significantly delayed due to the need to prioritise professional caring duties and respond to the health emergency.

Our Information Governance Office staff have been temporarily moved to provide admin support to our frontline services during this time; therefore we will not be in further contact with you until this health emergency is over. It is expected that responding to requests for information will resume as we work to recover many services after the outbreak is over. We will contact you again to advise you once the Information Governance Service is operational again.

We do appreciate your patience during these exceptional circumstances.

I apologise for any inconvenience caused.

Yours sincerely

Lynda McAree

Lynda McAree
Head of Information Governance &
Directorate Support