



Freedom of Information Act (2000)

What rights do I Have under the Act?

The Freedom of Information Act recognises that as a member of the public, you have the right to know how public services such as the NHS are organised and run, how much they cost and how you can make complaints if you need to. You have the right to know which services are being provided, the targets that are being set, the standards of services that are expected and the results achieved.

Since January 2005 it has also obliged the Trust to respond to requests about the information which it holds and is recorded in any form, and it will create a right of access to that information. The rights to request and access this information are subject to some exemptions which the Trust has to take into consideration before deciding what information can be released.

How can I access the information I need?

The Trust has a “**publication scheme**” which can be accessed by visiting the Trust’s Freedom of Information webpages at <http://www.gegateshead.nhs.uk/foi>

The publication scheme contains a range of information:

- **Who we are and what we do**
- **Our priorities and how are we doing**
- **How we make decisions**
- **Our policies and procedures**
- **The services we offer**

You can also make a request for information in writing to the Trust. This can be via letter or you can send a request to us at the following email address: ghnt.foi.enquiries@nhs.net

Please include the following in your request:

- **Your name**
- **The information you are requesting**
- **A correspondence address (postal address or email)**

Will I get the information I have requested?

We should normally provide the information you have requested within 20 working days. However, there is certain information which is exempt under the Act (such as personal information regarding other patients, for example). If we cannot provide some or all of the information, we will write to you, informing you of our decision and your right of appeal.

Where can I get more information about Freedom of Information?

Visit the Information Commissioner’s website at http://www.ico.org.uk/for_the_public or send any queries you may have about the Act or making a request to us at ghnt.foi.enquiries@nhs.net