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22 June 2012

Our Reference: FOI 1017

Dear Gary Hallright,

In response to your Freedom of Information request I have pleasure in providing the information below:

Can the Trust please list the titles or generic titles of the employees in whose names the cards are issued?

- Estates Supervisor
- Operations Manager
- Environmental Manager
- Assistant Resourcing Manager
- Resourcing Officer
- Senior Buyer
- PA to CEO
- Medical Personnel Officer

Please send a copy of the procedure that deals with the use of these cards.

- Please see attachment

How long have the statements for these cards been kept, e.g. one Trust stated it holds statements for 6 years.

- This information is stated in the attachment

If you feel your enquiry has not been dealt with appropriately please refer any complaints to the communications department which will initiate an internal complaint procedure. Complainants who remain dissatisfied with the Trust at the end of the internal complaint procedure have the right to take their complaint to the Information Commissioner.

Yours sincerely,

Cara Barrett
Communications Assistant