

07 May 2013

**Reference: 2013-122**

Dear Ms Westbrook,

Thank you for your email received on the 7<sup>th</sup> May 2013.

We are responding to your request for information in line with the Freedom of Information Act and we will endeavour to provide you with a response within 20 working days at the latest.

However, we may need to contact you to clarify your request; if this is required we aim to do this promptly but no later than 7 days after receiving your initial request for information.

Camden and Islington NHS Foundation Trust will not normally charge a fee to provide you with the information you have requested, unless the cost of dealing with your request is more than £450. If it appears likely that your request will cost more, I will write to you again asking if you are willing to pay the fees incurred, clearly setting out what those fees will be (in accordance with the Freedom of Information Act).

If we find that according to the Act, the information you requested is exempt from being made available we will where possible inform you of our reasons for this decision. Also if the information you requested contains reference to a third party then they may be consulted prior to a decision being taken as to whether to release the information to you.

If you have any queries or should you wish to make a complaint about the manner in which your request is being processed then please do not hesitate to contact me at the above address in the first instance. Any complaints will be investigated in accordance with the Trusts complaints procedure.

When contacting the Trust please use the above reference that is unique to your request.

Further information about your rights under the Freedom of Information Act, is available from the Information Commissioner's Office, Wilmslow, Cheshire and their website. [www.ico.gov.uk/](http://www.ico.gov.uk/)

Yours Sincerely

**Jessica Robson**  
**Information Governance Manager**

**Chair:** Richard Arthur  
**Chief Executive:** Wendy Wallace

