

Dear Applicant,

**Re: Request under the Freedom of Information Act 2000**

I am writing to acknowledge receipt of your request for information in accordance with the provisions of the Freedom of Information Act 2000 that an appropriate officer at our Trust received on 09/04/2018. I am currently processing your request and will advise you further in due course.

The Act establishes explicit timescales for the Trust to respond to you, and subject to your request meeting the criteria established within the Act we will then process your request within a maximum of 20 working days. If under the terms of the Act it is found that the Trust cannot accede to some or all of your request, we will of course, fully explain the reasons for this.

I will write to you again shortly, but if there is anything you need further clarification on, please do not hesitate to contact me.

Thank you.

The FOI Team

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**Complaints:**

*If you are dissatisfied with our response, you do have the right to complain and to ask for an internal review. The complaint has to be addressed to the Trust in the first instance, where it will be investigated within the timescales set out in the FOIA 2000; we do attempt to turn reviews around within 20 working days however, sometimes it can take us longer and we will advise you of that at the time. If you are unhappy with the outcome of our Internal Review, then you do have the right to appeal to the Information Commissioners Office: <https://ico.org.uk/>*

**Copyright & Public Sector Re-use Regulations:**

*Information released is subject to Trust Copyright. Information released may also be subject to the Public Sector Information Regulations 2005 under Statutory Instrument 2005 No. 1515. Please contact the Information Governance Office if you wish to re-use any data provided.*

*Tel: 01909 502665. Email: [dbth.foi@nhs.net](mailto:dbth.foi@nhs.net)*