

Mark Cole  
request-21882-  
@xx

**Information Governance Team**  
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**Ref No: 09149**

26<sup>th</sup> October 2009

Dear Mark,

**Re: Freedom of Information Act 2000 – Information Request**

Thank you for your email of 26<sup>th</sup> October 2009. You requested the following information:

I would like to make a request for your organisations most recent hand hygiene policy.

Your request is being dealt with under the terms of the Freedom of Information Act 2000 and will be answered within twenty working days.

If you have any queries about this request do not hesitate to contact us. Please remember to quote the reference number above in any future communications.

Yours sincerely,

Information Governance  
Tel: 0207 525 2271  
Email: @xx

