

HARPER, Lesley (NHS NATIONAL SERVICES SCOTLAND)

From: MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND)
Sent: 02 October 2018 19:13
To: Brian Stanton
Cc: TURNER, Marc (NHS NATIONAL SERVICES SCOTLAND); MURRAY, Susan (NHS NATIONAL SERVICES SCOTLAND)
Subject: RE: Meeting with UK Blood Services

Dear Brian

Thank you for seeking confirmation that SNBTS(NSS) will provide legal representation to former employees through CLO (Susan Murray). I can confirm that this would be the case through the course of the Inquiry. However, it may be that both previous and current employees may wish to seek individual representation through their respective Professional Organisations or otherwise. During the Penrose Inquiry there was at least one previous employee who secured his own representation. We would be happy for you to indicate that CLO will provide advice to any employee or previous employee.

Many thanks, Mary

Mary Morgan
Director
Scottish National Blood Transfusion Service

Scottish National Blood Transfusion Service

The Jack Copland Centre
52 Research Avenue North
Heriot-Watt Research Park,
Edinburgh
EH14 4BE
tel office: 0131 314 5512
fax office: 0131 536 5714
tel Mobile: [REDACTED]
www.scotblood.co.uk

From: Brian Stanton [mailto:brian.stanton@infectedbloodinquiry.org.uk]
Sent: 02 October 2018 17:06
To: MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND)
Subject: Re: Meeting with UK Blood Services

It was a pleasure Mary. We will hold the 15 March in our diaries.

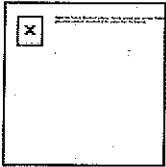
Further to the discussions on this issue on Friday, please may I request written confirmation that SNBTS will provide legal representation to former employees of SNBTS through CLO (I assume Susan Murray).

The Inquiry will always provide witnesses with the option of obtaining legal advice in connection with the provision of a witness statement, and in the case of former employees of SNBTS, subject to your confirmation, I propose to indicate that legal advice is available through CLO and to provide Susan's contact details.

Congratulations again on your new role and thank you for all the assistance provided to date.

Kind regards

Brian



Brian Stanton
Solicitor to the Infected Blood Inquiry

Mobile: [REDACTED]

Address: Fleetbank House, 1st Floor, 2-6 Salisbury Square, London, EC4Y 8AE

Email: brian.stanton@infectedbloodinquiry.org.uk

On Mon, 1 Oct 2018 at 08:25, MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND)
<mary.morgan@nhs.net> wrote:

Dear Brian

Thank you very much to you, Deirdre and Tom for meeting with the UK Blood Services Forum on Friday – we found it very helpful. We would like to invite you to a future planned meeting and have the 15 March 2019 date confirmed for our Spring meeting, likely to be held in London. Would it be possible to hold this in your diary?

In addition, I let you know that I would be taking up a new role from 29th October 2018. Cath O'Brien (Wales) will take on the role of Chair of the UKF on an interim basis. In the meantime please do not hesitate to contact me if I can be of any help

Best wishes, Mary

Mary Morgan

Director

Scottish National Blood Transfusion Service

Scottish National Blood Transfusion Service

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tel office: 0131 314 5512

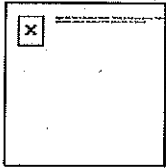
fax office: 0131 536 5714

tel Mobile: [REDACTED]

www.scotblood.co.uk

From: Brian Stanton [mailto:brian.stanton@infectedbloodinquiry.org.uk]
Sent: 27 September 2018 18:26
To: MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND)
Subject: Re: Meeting with UK Blood Services - Confirmation of venue

Thanks Mary



Brian Stanton
Solicitor to the Infected Blood Inquiry
Mobile: [REDACTED]
Address: Fleetbank House, 1st Floor, 2-6 Salisbury Square, London, EC4Y 8AE
Email: brian.stanton@infectedbloodinquiry.org.uk

On Thu, 27 Sep 2018 at 15:58, MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND) <mary.morgan@nhs.net> wrote:

Brian

This is absolutely fine. Looking forward to seeing you all then.

Mary

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Brian Stanton <brian.stanton@infectedbloodinquiry.org.uk>

Date: 9/27/18 15:57 (GMT+00:00)

To: "MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND)" <mary.morgan@nhs.net>

Subject: Re: Meeting with UK Blood Services - Confirmation of venue

Dear Mary

Only if this can easily be accommodated, would it be possible to add someone to tomorrow's meeting?

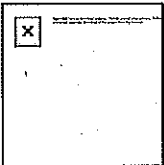
The reason for my hesitation is because I know we will be meeting over lunch.

If this causes any difficulty or inconvenience whatsoever please ignore this request and Deirdre and I look forward to seeing you and your UKF colleagues tomorrow.

If the request can be easily accommodated then the additional member of the Inquiry team is Thomas Powell (Senior Inquiry Lawyer).

Kind regards

Brian



Brian Stanton
Solicitor to the Infected Blood Inquiry

Mobile: [REDACTED]

Address: Fleetbank House, 1st Floor, 2-6 Salisbury Square, London, EC4Y 8AE

Email: brian.stanton@infectedbloodinquiry.org.uk

On Fri, 24 Aug 2018 at 09:01, MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND)
<mary.morgan@nhs.net> wrote:

Hi Brian

Just a short note to advise you of the venue for the UKF meeting on 28th September. This is:

West End Donor Centre

26 Margaret Street,

London W1W 8NB

We look forward to seeing you and Deirdre at 12.30 for lunch. I aim to finish the meeting by 1530hrs

Many thanks, Mary

Mary Morgan

Director

Scottish National Blood Transfusion Service

Scottish National Blood Transfusion Service

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52 Research Avenue North
Heriot-Watt Research Park,
Edinburgh
EH14 4BE

tel office: 0131 314 5512

fax office: 0131 536 5714

tel Mobile 

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From: Brian Stanton [<mailto:brian.stanton@infectedbloodinquiry.org.uk>]

Sent: 23 August 2018 08:17

To: MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND)
Subject: Re: Meeting with UK Blood Services

Thanks Mary.

I look forward to seeing you on the 28th .

Once I have more information about the attendees on 7 December I'll let you know and I look forward to liaising over the agenda.

Brian

On Wed, 22 Aug 2018 at 09:49, MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND)
<mary.morgan@nhs.net> wrote:

Hi Brian

Re UK Forum: How about we arrange for you and Deirdre to join UKF colleagues at 12.30 for lunch and follow with a meeting. I am not sure of the venue as yet and will advise this as soon as I have this. I would plan to finish by 1530hrs as colleagues will wish to make their journeys home in good time.

Re Sir Brian's visit – I am delighted that Sir Brian will visit us and confirm that I have laid aside the day. Of course we can accommodate colleagues – and am happy for you to confirm closer to the time so that I can confirm timings and numbers for lunch etc. Please let me know if there is anything I can do to help facilitate the visit – perhaps we could liaise regarding the agenda for the date.

Best wishes, Mary

Mary Morgan

Director

Scottish National Blood Transfusion Service

Scottish National Blood Transfusion Service

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52 Research Avenue North
Heriot-Watt Research Park,
Edinburgh
EH14 4BE

tel office: 0131 314 5512

fax office: 0131 536 5714

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From: Brian Stanton [mailto:brian.stanton@infectedbloodinquiry.org.uk]

Sent: 21 August 2018 19:29

To: MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND)

Subject: Re: Meeting with UK Blood Services

Thank you Mary. I would be delighted to attend and I am grateful for you extending the invitation. I can attend at whatever time is most convenient to you. If you are able to accommodate both Deirdre and me that would be ideal but if you prefer just one Inquiry representative I am happy to attend alone.

I can confirm Sir Brian would like to visit you on 7 December. Would you be able to accommodate 3 other representatives on the same visit (to be confirmed but one is likely to be our QC, Jenni Richards)?

Kind regards

Brian

On Mon, 20 Aug 2018 at 16:17, MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND)
<mary.morgan@nhs.net> wrote:

Dear Brian

When we met at the JCC, you suggested a meeting with the UK Blood Services Forum. We have a planned UK Forum meeting on Friday 28th Sept in London (venue to be confirmed) and wondered if you might be free to join us at some point in the day?

Best wishes, Mary

Mary Morgan

Director

Scottish National Blood Transfusion Service

Scottish National Blood Transfusion Service

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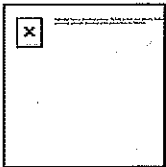
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Brian Stanton



Solicitor to the Infected Blood Inquiry

Mobile: [REDACTED]

Address: Fleetbank House, 1st Floor, 2-6 Salisbury Square, London, EC4Y 8AE

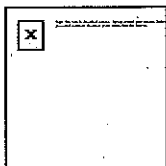
Email: brian.stanton@infectedbloodinquiry.org.uk

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Brian Stanton

Solicitor to the Infected Blood Inquiry

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Email: brian.stanton@infectedbloodinquiry.org.uk

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HARPER, Lesley (NHS NATIONAL SERVICES SCOTLAND)

From: laura.woolgar@infectedbloodinquiry.org.uk on behalf of Contact Mailbox [contact@infectedbloodinquiry.org.uk]
Sent: 16 August 2018 12:50
To: MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND)
Cc: TURNER, Marc (NHS NATIONAL SERVICES SCOTLAND)
Subject: Re: Infected Blood Inquiry - open meeting in Cardiff on 9 July
Attachments: 2018-08-02 Ltr from Sir Brian re preliminary hearings.pdf

Hello Mary,

Firstly, I have to apologise for the delay in responding to your email.

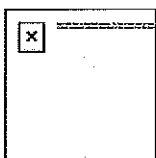
We have now concluded our first regional meetings, one of which did include our attending a meeting which was hosted by Haemophilia Scotland in Glasgow.

In September we will be holding preliminary hearings which are going to take place only in London from 24 to 26 September. I've attached a letter from Sir Brian Langstaff, the Chair of the Inquiry, which provides some detail of the hearings. There are also further details of the preliminary hearings on the [Infected Blood Inquiry website](#).

We are also working on plans to hold meetings in various locations around the United Kingdom again and we'll send updates when locations/dates/venues are arranged.

Thank you,

Laura



Infected Blood Inquiry

Address: Fleetbank House, 1st Floor, 2-6 Salisbury Square, London, EC4Y 8AE

Email: contact@infectedbloodinquiry.org.uk

On 28 June 2018 at 12:53, MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND) <mary.morgan@nhs.net> wrote:

Hi

Thank you for your invitation to the above open meeting. I would be pleased if you could advise if there is an intention to hold an open meeting in Scotland and, if so, when that might be?

Many thanks, Mary

Mary Morgan

Director

Scottish National Blood Transfusion Service

Scottish National Blood Transfusion Service

The Jack Copland Centre
52 Research Avenue North
Heriot-Watt Research Park,
Edinburgh
EH14 4BE

tel office: 0131 314 5512

fax office: 0131 536 5714

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From: sommer.bristo@infectedbloodinquiry.org.uk [mailto:sommer.bristo@infectedbloodinquiry.org.uk] **On Behalf Of** Contact Mailbox
Sent: 28 June 2018 12:50
To: Contact Mailbox
Subject: Infected Blood Inquiry - open meeting in Cardiff on 9 July

Dear all,

You are receiving this email as you have previously expressed a wish to be contacted by the Infected Blood Inquiry.

We are holding an open meeting in Cardiff on 9 July for those who have been infected and affected by infected blood and blood products.

We will be holding two sessions in Cardiff, as follows:

Date: 9 July 2018

Session one: 11.00am - 13.00pm (arrive from 10.30am)

Session two: 2.30pm - 4.30pm (arrive from 2.00pm)

Available spaces: 35 people per session

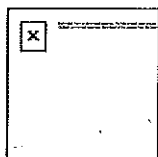
We will be able to pay reasonable expenses for attending these meetings.

If you would like to attend one of these sessions, please confirm your attendance by 5pm on 4 July by replying to this email with your name, contact number, chosen session and any additional guests you would like to bring. Once confirmed, you will receive a confirmation email with the venue details. Please do not book travel without this confirmation.

Places will be issued on a first come, first serve basis.

If you cannot attend either of these meetings, please do not worry. We will be in contact again with further dates for future meetings across the UK.

Kind regards,



Infected Blood Inquiry

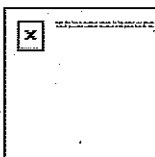
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Email: contact@infectedbloodinquiry.org.uk

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Infected Blood Inquiry

Address: Fleetbank House, 1st Floor, 2-6 Salisbury Square, London, EC4Y 8AE

Email: contact@infectedbloodinquiry.org.uk

HARPER, Lesley (NHS NATIONAL SERVICES SCOTLAND)

From: Brian Stanton [brian.stanton@infectedbloodinquiry.org.uk]
Sent: 15 August 2018 10:31
To: MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND); MURRAY, Susan (NHS NATIONAL SERVICES SCOTLAND)
Cc: Deirdre Domingo; Sam Green; TURNER, Marc (NHS NATIONAL SERVICES SCOTLAND); ROONEY, Catherine (NHS NATIONAL SERVICES SCOTLAND); RADIN, Derek (NHS NATIONAL SERVICES SCOTLAND)
Subject: Fwd: IBI request under Rule 9
Attachments: 2018-08-15 - SNBTS R9 1.pdf
Follow Up Flag: Follow up
Flag Status: Flagged

Dear Mary

My apologies. I sent the email below to Mary Sampson (a member of Inquiry staff) rather than yourself. I am re-sending to the original copy list with you now included.

Kind regards

Brian



Brian Stanton

Solicitor to the Infected Blood Inquiry

Mobile: [REDACTED]

Address: Fleetbank House, 1st Floor, 2-6 Salisbury Square, London, EC4Y 8AE

Email: brian.stanton@infectedbloodinquiry.org.uk

----- Forwarded message -----

From: **Brian Stanton** <brian.stanton@infectedbloodinquiry.org.uk>

Date: 15 August 2018 at 10:23

Subject: IBI request under Rule 9

To: "MURRAY, Susan (NHS NATIONAL SERVICES SCOTLAND)" <susana.murray@nhs.net>, Mary Sampson <mary.sampson@infectedbloodinquiry.org.uk>

Cc: Derek.radin@nhs.net, crooney@nhs.net, Sam Green <sam.green@infectedbloodinquiry.org.uk>, Deirdre Domingo <deirdre.domingo@infectedbloodinquiry.org.uk>, "TURNER, Marc (NHS NATIONAL SERVICES SCOTLAND)" <marcturner@nhs.net>

Dear Susan and Mary

Thank you again for hosting the meeting yesterday. It was a pleasure to meet you both and your colleagues. Deirdre and I found the meeting and tour extremely helpful and informative and I anticipate we will be able to make much quicker progress as a result.

As discussed I attach the Rule 9 request for the documents and information in the schedule provided.

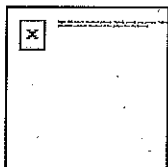
I would be grateful if you could also provide an electronic copy of the schedule you kindly provided in hard copy at our meeting.

Sam is copied to this email and will seek to liaise with Derek regarding the best method of production. I have also copied in Marc, Susan and Derek so that you all have our contact details easily to hand.

I'll reduce future correspondence to a smaller copy list and I would be grateful if you could indicate who should be copied in from your side. From the Inquiry, all correspondence connected to the production of documents and information should be addressed to Sam, Deirdre and me.

Kind regards

Brian



Brian Stanton

Solicitor to the Infected Blood Inquiry

Mobile: [REDACTED]

Address: Fleetbank House, 1st Floor, 2-6 Salisbury Square, London, EC4Y 8AE

Email: brian.stanton@infectedbloodinquiry.org.uk

HARPER, Lesley (NHS NATIONAL SERVICES SCOTLAND)

From: Brian Stanton [brian.stanton@infectedbloodinquiry.org.uk]
Sent: 16 August 2018 08:27
To: MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND)
Cc: Deirdre Domingo; ROONEY, Catherine (NHS NATIONAL SERVICES SCOTLAND); MURRAY, Susan (NHS NATIONAL SERVICES SCOTLAND)
Subject: Re: Application for legal expenses

Hi Mary

The electronic form will be made available shortly (I intend by 31 August) and this will enable you and Susan to make application for your legal expenses (in the first instance the legal expenses associated with the provision of information to the Inquiry and of representation at the preliminary hearing).

Once your application is received I will ensure it is placed before the Inquiry Chair for his consideration.

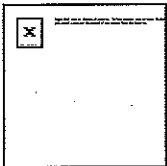
One of the issues to address in your application is the special circumstances justifying an award, as set out in paragraph 6 of the Statement of Approach:

Awards will generally not be made in respect of the legal expenses of substantial bodies, or the legal expenses of individuals which could reasonably be expected to be met by such bodies, unless there are special circumstances which justify a call on public funds.

I hope this is of assistance. Happy to provide further information by email or to discuss by phone with you and Susan.

Kind regards

Brian



Brian Stanton

Solicitor to the Infected Blood Inquiry

Mobile: [REDACTED]

Address: Fleetbank House, 1st Floor, 2-6 Salisbury Square, London, EC4Y 8AE

Email: brian.stanton@infectedbloodinquiry.org.uk

On 15 August 2018 at 11:27, MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND) <mary.morgan@nhs.net> wrote:

Hi Brian

I have reflected on our meeting yesterday and consider that I may wish to make an application for funding in respect of expenditure that we incur as a result of the Inquiry. I have read the statement of approach in this regard and note that application should be made electronically but cannot find the electronic form through which to do this. Can you please advise?

Thanks, Mary

Mary Morgan

Director

Scottish National Blood Transfusion Service

Scottish National Blood Transfusion Service

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HARPER, Lesley (NHS NATIONAL SERVICES SCOTLAND)

From: MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND)
Sent: 20 July 2018 14:25
To: Brian Stanton
Cc: TURNBULL, Tracey (NHS NATIONAL SERVICES SCOTLAND); MURRAY, Susan (NHS NATIONAL SERVICES SCOTLAND); Sam Green; Deirdre Domingo; Thomas Powell; TURNER, Marc (NHS NATIONAL SERVICES SCOTLAND)
Subject: RE: Core Participant Status at the Infected Blood Inquiry
Attachments: SNBTS Core Participant Status application 20 July 2018.pdf

Dear Brian

Thank you for your invitation to apply for core participant status on behalf of SNBTS. This was indeed our intention and I attach a letter by way of application.

Please let me know if you or the application administration team need anything further from me at this stage.

Best wishes, Mary

Mary Morgan
Director
Scottish National Blood Transfusion Service

Scottish National Blood Transfusion Service

The Jack Copland Centre
52 Research Avenue North
Heriot-Watt Research Park,
Edinburgh
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fax office: 0131 536 5714
tel Mobile: [REDACTED]
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From: Brian Stanton [<mailto:brian.stanton@infectedbloodinquiry.org.uk>]
Sent: 19 July 2018 17:17
To: MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND); TURNBULL, Tracey (NHS NATIONAL SERVICES SCOTLAND); MURRAY, Susan (NHS NATIONAL SERVICES SCOTLAND); Sam Green; Deirdre Domingo; Thomas Powell
Subject: Core Participant Status at the Infected Blood Inquiry

Dear Mary, Tracey, Susan

By way of introduction I am the Solicitor to the Infected Blood Inquiry, and I have just had a very helpful and productive telephone conversation with Tracey.

The Inquiry would like to invite an application for core participant status from the Scottish National Blood Transfusion Service and I understand that Mary would be the lead in this respect and Susan, legal advisor.

The application need not be lengthy and may be submitted by email if you wish.

Guidance can be found on our website within the documents:

- Statement of Approach - Core Participant Status
- Chair's Statement of Intent on Core Participant Status

The first date by which applications are requested is 20 July (tomorrow) in respect of which the Inquiry has committed to provide a response by 3 August. We would hope to receive an application from the SNBTS by the end of 20 July if possible. However, applications can be submitted at a later date.

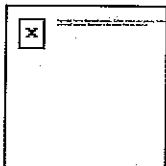
So far as the other Health Boards in Scotland are concerned I indicated to Tracey (as their legal advisor) that the Inquiry was not currently inviting an application for core participant status. However, the issue would be kept under review and if it becomes apparent that core participant status would be desirable then an application can be invited and/or submitted.

If you require any further assistance please do not hesitate to contact me.

I have copied in those of my colleagues who are involved in the administration of the application process.

Kind regards

Brian



Brian Stanton

Solicitor to the Infected Blood Inquiry

Mobile: [REDACTED]

Address: Fleetbank House, 1st Floor, 2-6 Salisbury Square, London, EC4Y 8AE

Email: brian.stanton@infectedbloodinquiry.org.uk

HARPER, Lesley (NHS NATIONAL SERVICES SCOTLAND)

From: Brian Stanton [brian.stanton@infectedbloodinquiry.org.uk]
Sent: 20 July 2018 15:20
To: MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND)
Cc: TURNBULL, Tracey (NHS NATIONAL SERVICES SCOTLAND); MURRAY, Susan (NHS NATIONAL SERVICES SCOTLAND); Sam Green; Deirdre Domingo; Thomas Powell; TURNER, Marc (NHS NATIONAL SERVICES SCOTLAND)
Subject: Re: Core Participant Status at the Infected Blood Inquiry

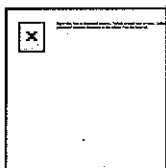
Dear Mary

Many thanks for your application which I have passed to the Chair for consideration.

I will be on leave next week and in my absence, Deirdre (Deputy Solicitor) or Tom (Inquiry Lawyer) will communicate the chair's determination.

Kind regards

Brian



Brian Stanton

Solicitor to the Infected Blood Inquiry

Mobile: [REDACTED]

Address: Fleetbank House, 1st Floor, 2-6 Salisbury Square, London, EC4Y 8AE

Email: brian.stanton@infectedbloodinquiry.org.uk

On 20 July 2018 at 14:24, MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND) <mary.morgan@nhs.net> wrote:

Dear Brian

Thank you for your invitation to apply for core participant status on behalf of SNBTS. This was indeed our intention and I attach a letter by way of application.

Please let me know if you or the application administration team need anything further from me at this stage.

Best wishes, Mary

Mary Morgan

Director

Scottish National Blood Transfusion Service

Scottish National Blood Transfusion Service

The Jack Copland Centre
52 Research Avenue North
Heriot-Watt Research Park,
Edinburgh
EH14 4BE

tel office: 0131 314 5512

fax office: 0131 536 5714

tel Mobile [REDACTED]

www.scotblood.co.uk

From: Brian Stanton [mailto:brian.stanton@infectedbloodinquiry.org.uk]

Sent: 19 July 2018 17:17

To: MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND); TURNBULL, Tracey (NHS NATIONAL SERVICES SCOTLAND); MURRAY, Susan (NHS NATIONAL SERVICES SCOTLAND); Sam Green; Deirdre Domingo; Thomas Powell

Subject: Core Participant Status at the Infected Blood Inquiry

Dear Mary, Tracey, Susan

By way of introduction I am the Solicitor to the Infected Blood Inquiry, and I have just had a very helpful and productive telephone conversation with Tracey.

The Inquiry would like to invite an application for core participant status from the Scottish National Blood Transfusion Service and I understand that Mary would be the lead in this respect and Susan, legal advisor.

The application need not be lengthy and may be submitted by email if you wish.

Guidance can be found on our website within the documents:

- Statement of Approach - Core Participant Status
- Chair's Statement of Intent on Core Participant Status

The first date by which applications are requested is 20 July (tomorrow) in respect of which the Inquiry has committed to provide a response by 3 August. We would hope to receive an application from the SNBTS by the end of 20 July if possible. However, applications can be submitted at a later date.

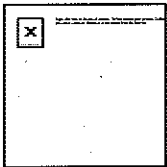
So far as the other Health Boards in Scotland are concerned I indicated to Tracey (as their legal advisor) that the Inquiry was not currently inviting an application for core participant status. However, the issue would be kept under review and if it becomes apparent that core participant status would be desirable then an application can be invited and/or submitted.

If you require any further assistance please do not hesitate to contact me.

I have copied in those of my colleagues who are involved in the administration of the application process.

Kind regards

Brian



Brian Stanton
Solicitor to the Infected Blood Inquiry

Mobile: [REDACTED]

Address: Fleetbank House, 1st Floor, 2-6 Salisbury Square, London, EC4Y 8AE

Email: brian.stanton@infectedbloodinquiry.org.uk

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HARPER, Lesley (NHS NATIONAL SERVICES SCOTLAND)

From: faye.johnson@infectedbloodinquiry.org.uk on behalf of Contact Mailbox
[contact@infectedbloodinquiry.org.uk]
Sent: 02 July 2018 17:53
Subject: Infected Blood Inquiry - Terms of Reference and Update
Attachments: Letter from Sir Brian Langstaff.pdf; Infected Blood Inquiry Terms of Reference.pdf;
Statement of Approach - Evidence 1.pdf; Expression of Interest in providing
evidence.docx; Privacy Notice.pdf

Dear all,

This email is to provide you with an update on the Infected Blood Inquiry.

Today the Government accepted the **terms of reference** recommended by Sir Brian Langstaff, Chair of the Infected Blood Inquiry. This means that the Inquiry is now formally established and can begin its investigative work. A copy of the terms of reference is attached for your information.

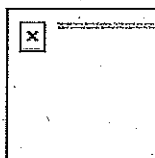
Sir Brian has also written a letter thanking everyone who contributed to the public consultation about the terms of reference and setting out what the Inquiry's next steps will be. A copy of his letter is attached.

The next stage of the Inquiry's work will be the **gathering of evidence**. The Inquiry will be asking government, the NHS and many other organisations who hold relevant documents to disclose them to the Inquiry. The experiences of those of you who have been infected and affected are a very important part of the evidence for the Inquiry. You should feel under no obligation to share your experience but we anticipate that many of you will want to do this. We have attached a short form that you can use to register your interest and would be grateful if we could have responses by **20 July**. If you or someone you know requires assistance completing the application form, please contact the Inquiry at contact@infectedbloodinquiry.org.uk or the freephone number 0808 169 1377 and a member of the Inquiry team will be pleased to help.

Additional information about how the Inquiry intends to go about its work, including 'statements of approach' and a summary of consultation responses can be found on the Inquiry website at www.infectedbloodinquiry.org.uk

We hope that you find this update helpful. Please do contact a member of the Inquiry Team, using the contact details above, if you would like to discuss this further.

Many thanks.



Infected Blood Inquiry

Address: Fleetbank House, 1st Floor, 2-6 Salisbury Square, London, EC4Y 8AE

Email: contact@infectedbloodinquiry.org.uk

HARPER, Lesley (NHS NATIONAL SERVICES SCOTLAND)

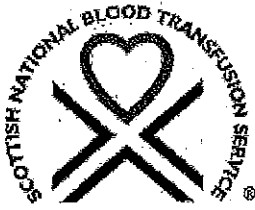
From: infectedbloodinquiry@citizenspace.com on behalf of Site Administrator
[infectedbloodinquiry@citizenspace.com]
Sent: 26 April 2018 17:26
To: MORGAN, Mary (NHS NATIONAL SERVICES SCOTLAND)
Subject: Consultation response received - [REDACTED]

Thank you for completing the consultation. Once the consultation phase is complete, we will collate and analyse your responses. If you have chosen to be kept informed on the consultation, the Inquiry team will write to you once the Terms of Reference have been agreed. If not, you will be able to read the Terms of Reference once published on the Inquiry website.

Your response ID is [REDACTED]. Please have this ID available if you need to contact us about your response. If you would like to download a PDF copy of your responses, please click the link below, or copy and paste it into your browser's address bar.

[https://consultations.infectedbloodinquiry.org.uk/ibi/consultation/consultation/my_responses/\[REDACTED\]](https://consultations.infectedbloodinquiry.org.uk/ibi/consultation/consultation/my_responses/[REDACTED])

This link is unique to you. Please save this email and do not forward it on to anyone else, as it provides access to view all the answers you have submitted.

**Headquarters**

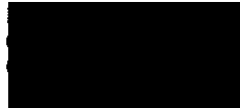
The Jack Copland Centre
52 Research Avenue North
Heriot-Watt Research Park
Edinburgh
EH14 4BE
Telephone 0131 314 5510
www.snbts.org.uk



Mr Brian Stanton
Solicitor to the Inquiry
Infected Blood Inquiry
Fleetbank House
1st Floor, 2-6 Salisbury Square
London EC4Y 8AE

Date 20th July 2018
Your Ref
Our Ref MM/IBI

Enquiries to
Extension
Direct Line
Email



Dear Mr Stanton,

Re: Application for Core Participant Status to the UK Infected Blood Inquiry

I am writing to seek Core Participant Status on behalf of the Scottish National Blood Transfusion Service (SNBTS) in respect of the above Inquiry. Having considered the guidance provided by the Inquiry Team, I believe that the SNBTS meets the criteria set out in Rule 5(2) of the Inquiry Rules in that:

- a) SNBTS played a direct and significant role in relation to the matters to which the Inquiry relates;
- b) SNBTS has a significant interest in important aspects of the matters to which the Inquiry relates; and
- c) SNBTS may be subject to criticism during the Inquiry proceedings or in the report, or in any interim report.

Furthermore, SNBTS seeks to engage with the Inquiry Team on matters of practice and procedure in such a way as to help the further working of the Inquiry. Our experience is that this way of working in support of the Penrose Inquiry in Scotland was mutually beneficial.

I look forward to hearing from you in the near future and would be pleased to discuss any aspect of our status and of how we can be of assistance to the Inquiry if you feel that would be helpful

Yours sincerely

Mary Morgan
Director Scottish National Blood Transfusion Service

cc Prof Marc Turner, Medical Director, SNBTS
Susan Murray, Solicitor, Central Legal Office, NHS National Services Scotland



Chair
Chief Executive
Director

Professor Elizabeth Ireland
Colin Sinclair
Mary Morgan

NHS National Services Scotland is the common name of the Common Services Agency for the Scottish Health Service.



Statement of Approach - Evidence 1: invitation to people infected and affected to express interest in providing evidence

This note invites people infected and affected by blood or blood products (including people who think they might have been infected in this way) to complete a short form by **20 July** telling the Inquiry how they would like to provide evidence.

The Inquiry needs to gather evidence to establish the truth of what happened. Evidence can be provided to the Inquiry in a number of different ways, for example in a written statement or by speaking at a hearing. Documents provided to the Inquiry such as letters, medical records, and research material are also evidence.

The Inquiry is asking you to complete this form so that we know how many people are interested in providing a written statement and/or giving evidence at a public hearing and/or providing their story in some other way. **We are not asking you to provide a written statement now.** After analysing the information provided on the forms, the Inquiry team will contact you (or your legal representative) with further information.

The personal information you provide in this form will not itself be evidence for the Inquiry; it will not be published or shared outside the Inquiry; and it will be processed in accordance with the Inquiry's privacy information notice.

No legal expenses will be paid by the Inquiry for completing and submitting the form. However, if you or someone you know needs help to complete the form please contact the Inquiry at: witness.support@infectedbloodinquiry.org.uk or freephone 0808 169 1377 and a member of the Inquiry team will be pleased to help.

Issued by the Chair on 2 July 2018.

Infected Blood Inquiry

Fleetbank House, 1st Floor, 2-6 Salisbury Square, London EC4Y 8AE

contact@infectedbloodinquiry.org.uk

Freephone 08081691377



Fleetbank House
1st Floor, 2-6 Salisbury
Square
London
EC4Y 8AE

2 August 2018

Infected Blood Inquiry - Preliminary Hearings in September

I would like to update you on the Inquiry and provide you with further information about the preliminary hearings which the Inquiry is holding in Church House, London, from Monday 24 to Wednesday 26 September.

These hearings will be an opportunity for core participants or their legal representatives to make opening statements about the issues in the Terms of Reference which they would like the Inquiry to prioritise. The Inquiry will not be hearing evidence at these preliminary hearings.

On Monday 24 September the hearings will start in the morning with a commemoration for the people infected and affected over the past decades. After a break for lunch, I will open the preliminary hearings and Jenni Richards QC, Counsel to the Inquiry, will make an opening statement on Monday afternoon, outlining how the Inquiry proposes to carry out its work. Core participants, or their legal representatives, will then have the following two days for any opening statements they wish to make.

The preliminary hearings will be transmitted through the inquiry website so it will be possible to follow the proceedings without travelling to London. However, we expect that many of you will wish to attend the hearings for at least some of the time. I should emphasise that it is not necessary to attend for the full three days: however Church House has plenty of space for those of you who would

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contact@infectedbloodinquiry.org.uk

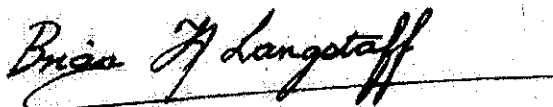
Freephone 08081691377

like to attend, including a separate room for people who may want to follow the live transmission separately (or to avoid being filmed). I have also arranged for trained counsellors to be on hand in private rooms, and there is a chapel for quiet reflection. If you would like to come to Church House, please contact the Inquiry at contact@infectedbloodinquiry.org.uk

The Inquiry will pay reasonable expenses so that people infected and/or affected can attend these hearings, and guidance on expenses is on the Inquiry website. Church House is fully accessible and the Inquiry has booked a number of rooms for people to gather away from the main hearing chamber. Further details on Church House are at <https://www.churchhouseconf.co.uk/>

It is important to emphasise that people with relevant evidence do not have to become core participants, and there is no additional value attached to evidence provided by a core participant. Core participants are, in essence, people who take an interest in the Inquiry, and its workings, beyond their personal experience. They can suggest lines of investigation or questioning which they consider should be pursued by the Inquiry and may have earlier access than others to some Inquiry documents.

Finally, I would like to thank everyone who has expressed an interest in providing evidence to the Inquiry. I have received over 1,000 responses so far. The Inquiry team is currently reviewing these and will shortly be contacting people who have expressed an interest about the next steps. There is still time to submit a form if you have not yet had the opportunity, and I would encourage you to do so,

A handwritten signature in black ink, reading "Brian Langstaff". The signature is written in a cursive style with a horizontal line underneath.

Sir Brian Langstaff

Infected Blood Inquiry

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SNBTS

FAO: Susan Murray and Mary Morgan

By email

15 August 2018

Dear Susan and Mary,

Request for the production of documents and information under Rule 9(2) of the Inquiry Rules 2006

I write to request production to the Inquiry of all documents and information referred to in the schedule provided to the Inquiry on 14 August 2018 (Request Numbers 2009/00001 to 2013/00157), within 28 days

As discussed I have asked the Inquiry's Information Manager, Sam Green sam.green@infectedbloodinquiry.org.uk to liaise with Derek Radin at SNBTS to establish the most appropriate means of provision to the Inquiry.

The Inquiry's Terms of Reference can be found on the Inquiry's website at www.infectedbloodinquiry.org.uk together with a series of documents titled "Statement of Approach", which set out the Inquiry's processes and procedures. The document titled "Statement of Approach - Anonymity and Redaction" explains the Inquiry's approach to redaction and you will note the request that documents are to be provided to the Inquiry without redaction.

Please do not hesitate to contact me should you require any further information or clarification.

Yours sincerely

Infected Blood Inquiry

Fleetbank House, 1st Floor, 2-6 Salisbury Square, London EC4Y 8AE

contact@infectedbloodinquiry.org.uk

Freephone 08081691377

Brian Stanton
Solicitor to the Inquiry

Email: brian.stanton@infectedbloodinquiry.org.uk

Telephone: [REDACTED]



Expression of interest in providing evidence to the Infected Blood Inquiry

1. Your full name (if you are responding as a family member of someone infected please also give their name):

2. Your contact details:

Address:

Email:

Phone:

Your preferred way for the Inquiry to contact you:

3. Contact details of your lawyer (if you have one):

You will not require a lawyer to provide evidence to the Inquiry

Name:

Address:

Email:

Phone:

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contact@infectedbloodinquiry.org.uk

Freephone 08081691377

4. Summary of your evidence:

- **When and where were you or your family member infected?**

- **How were you or your family member infected?**

- **Please tell us whether you or your family member receive(d) any financial support and if so the name of the Trust or Scheme. Please also tell us if you or your family member applied for support and were refused.**

- **If you have documents that you wish to provide as evidence, such as medical records, please indicate the type of documents and the number of pages. *Please do not submit any documents at this stage.***

5. Providing your evidence:

- **Would you be willing to provide a written statement to the Inquiry? Are there aspects of your evidence that you would want to remain private?**
- **Some people who have provided a written statement will be asked to give evidence at a public hearing. Would you be interested in giving evidence at a public hearing (*the Inquiry will pay reasonable expenses of attending a hearing to give evidence*)?**
- **The Inquiry is considering how people who do not want to provide a written statement could give their evidence: for instance by sharing their experience with a trained professional who would submit a report covering a number of people's experiences. Would you be interested in an approach like this?**

6. Please use this space to provide any additional information.

Your signature:

Date:

Send completed forms:

- by email to: witness.support@infectedbloodinquiry.org.uk
- by post to: Infected Blood Inquiry, Fleetbank House, 1st Floor, 2-6 Salisbury Square, London, EC4Y 8AE

Please only send the completed form. Other documents will not be considered.

For more information you can:

- leave a message to speak to a member of the witness support team on: freephone 0808 169 1377
- write to us at: Infected Blood Inquiry, Fleetbank House, 1st Floor, 2-6 Salisbury Square, London, EC4Y 8AE
- email the witness support team at: witness.support@infectedbloodinquiry.org.uk
- look at our website at: www.infectedbloodinquiry.org.uk

For general enquiries:

- email us at: contact@infectedbloodinquiry.org.uk

INFECTED BLOOD INQUIRY

TERMS OF REFERENCE

What happened and why?

1. To examine the circumstances in which men, women and children¹ treated by national Health Services in the United Kingdom (collectively, the "NHS")² were given infected blood and infected blood products, in particular since 1970, including:
 - a. the treatment of men, women and children who were given infected blood or infected blood products through transfusion or other means;
 - b. the treatment of men, women and children with haemophilia or other bleeding disorders who were given infected blood products (recognising that the position of those with mild, moderate and severe bleeding disorders may require separate consideration during the Inquiry);
 - c. what was, or ought to have been, known at any relevant time about the risks of infection associated with blood donations and blood products, by Government (in particular the Department of Health³), pharmaceutical companies, any relevant licensing authorities, NHS bodies, the medical profession, and other organisations or individuals involved in decision-making in relation to the use of blood and blood products;
 - d. to what extent people given infected blood or infected blood products were warned beforehand of the risk that they might thereby be exposed to infection, and if so whether such warnings as were given were sufficient and appropriate;

¹ Including all gender identities.

² References to NHS used throughout is intended to encompass the National Health Service in England, Health and Social Care in Northern Ireland, NHS Scotland, NHS Wales and their predecessors.

³ References to Department of Health used throughout is intended to encompass the Department of Health and Social Care, the Department of Health in Northern Ireland, Health and Social Care Directorates of the Scottish Government, the Department for Health and Social Services in Wales and their predecessors.

- e. the adequacy of the systems adopted for the screening of donors, and the collection, testing, licensing and supply of blood and blood products for use by the NHS;
 - f. the United Kingdom's failure to become self-sufficient in the production of blood products (and consideration of any relevant differences in terms of self-sufficiency between England, Wales, Scotland and Northern Ireland);
 - g. the actions of Government (in particular the Department of Health), pharmaceutical companies, licensing authorities, NHS bodies, the medical profession, and other organisations or individuals involved in decision-making in relation to the use of blood and blood products;
 - h. why people were given infected blood or infected blood products, including the nature and extent of any commercial or other interests which may have affected decision-making;
 - i. the extent to which the supply of infected blood or infected blood products could, and if so, should, have been avoided or been stopped earlier, and if so how best this might have been achieved.
2. To ascertain, as far as practicable, the likely numbers of people who have been infected (directly or indirectly) in consequence of:
- a. the use of infected blood; and
 - b. the use of infected blood products.
3. To examine whether, in addition to the HIV, Hepatitis C and Hepatitis B ("HCV" and "HBV") viruses with which it is known that people were infected, people may have been exposed to the risk of other diseases (such as vCJD) in consequence of the use of infected blood or infected blood products.

Impact

4. To consider the impact of infection from blood or blood products on people who were infected ("those infected") and on partners, children, parents, families, carers and others close to them ("those affected"), including:
 - a. the mental, physical, social, work-related and financial effects of:
 - i. being infected with HIV and/or HCV and/or HBV in consequence of infected blood or infected blood products;
 - ii. the treatments received for these infections;
 - b. the extent to which treatment, medical and dental care for other conditions was compromised by perceived infective status;
 - c. the impact of these infections on partners, children, parents, families, carers and others close to those infected, including the impact on those who suffered bereavement; children who were taken into care; those who were advised to, or did, terminate pregnancies; and those who had to take difficult decisions about whether or not to have children;
 - d. the wider social impact on those infected and affected, including the stigma associated with a diagnosis of HIV and/or HCV and/or HBV.

The response of Government and others

5. To examine:
 - a. the nature, adequacy and timeliness of the response of Government (in particular the Department of Health), NHS bodies, other public bodies and officials, the medical profession, the UK Haemophilia Centre Doctors Organisation, the pharmaceutical industry and other organisations (including the Haemophilia Society), to the use of infected blood or infected blood products to treat NHS patients;

- b. the nature and extent of any attempt to identify those who may have been infected and might benefit from treatment, to include the adequacy of any “look back” exercise;
- c. whether Government or the NHS could or should have done more to counter any stigma associated with these infections.

Consent

- 6. To examine:
 - a. whether and to what extent people were treated or tested or their infection status was recorded without knowledge or consent;
 - b. the testing or treatment of a category of patients referred to as Previously Untreated Patients (“PUPS”).

Communication and information-sharing

- 7. To examine the adequacy of the information provided to people who were infected or affected, including:
 - a. the nature, adequacy and timeliness of the information provided to those infected about their condition(s);
 - b. how the results of tests or information about their condition(s) were communicated to those infected;
 - c. whether, and if so what, information should have been provided to those most closely affected by the infection of a patient about that infection and any consequent risk to them.

Treatment, care and support

8. To consider the nature and the adequacy of the treatment, care and support (including financial assistance) provided to people who were infected and affected (including the bereaved), including:
 - a. whether and to what extent they faced difficulties or obstacles in obtaining adequate treatment, care and support;
 - b. the availability and adequacy of any counselling or psychological support for those infected or affected;
 - c. the actions of the various Trusts and Funds set up to distribute payments;
 - d. the differing criteria for eligibility for financial assistance applied by the various Trusts and Funds, the justification (if any) for such differences and whether such differences were or are equitable;
 - e. the appropriateness of preconditions (including the waiver in the HIV Haemophilia Litigation) imposed on the grant of support from the Trusts and Funds;
 - f. the extent of any differences in the arrangements made for financial assistance between England, Wales, Scotland and Northern Ireland;
 - g. a broad consideration of the extent to which support is and has been comparable with support for those similarly infected and affected in other countries, for example, Canada and EU nations, such as France and Ireland.

Candour, openness and cover-up?

9. To examine whether:
 - a. there have been attempts to conceal details of what happened (whether by destroying documents or withholding information or failing to include

accurate information in medical records or otherwise), and if so the extent to which those attempts were deliberate;

- b. there has been a lack of openness or candour in the response of Government, NHS bodies and/or other bodies and officials to those infected or affected.

Responsibilities

- 10. To identify, in relation to the matters set out above, any individual responsibilities as well as organisational and systemic failures.

Recommendations

- 11. If the Inquiry considers it appropriate, to make interim recommendations.
- 12. To report its findings to the Minister for the Cabinet Office, and to make recommendations, as soon as practicable.



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2 July 2018

Infected Blood Inquiry

The terms of reference for the Infected Blood Inquiry are now in place. You may be wondering what the Inquiry's next steps will be. I am writing this letter to let you know.

I am grateful to everyone who contributed to the public consultation about the terms of reference. I received several hundred responses: this was very valuable. The Cabinet Office Minister has now set out the terms of reference in a statement to Parliament, as required by the Inquiries Act 2005.

I believe that these terms of reference will enable a thorough and wide-ranging inquiry into the key concerns identified during the consultation process. I have attached a copy of the terms of reference and you can find a summary of the consultation responses on the Inquiry website www.infectedbloodinquiry.org.uk. If you would find it easier to receive a paper copy, please call the freephone number 0808 169 1377.

The next stage of the Inquiry's work will be the **gathering of evidence**. The Inquiry will be asking Government, the NHS and many other organisations who hold relevant documents to disclose them to the Inquiry. We have the power, under the Inquiries Act, to compel the disclosure of such documents.

The experiences of those of you who have been infected and affected are a very important part of the evidence for the Inquiry. You should feel under no

Infected Blood Inquiry

Fleetbank House, 1st Floor, 2-6 Salisbury Square, London EC4Y 8AE

contact@infectedbloodinquiry.org.uk

Freephone 08081691377

obligation to share your experience but I anticipate that many of you will want to do this. I have attached a form that you can use to register your interest. If you or someone you know requires assistance completing the application form, please contact the Inquiry at contact@infectedbloodinquiry.org.uk or the freephone number 0808 169 1377 and a member of the Inquiry team will be pleased to help.

There will be a very large amount of evidence. It will take time to collect it, and more time to review it. But you should know that it is important to take time, now, to gather in and review the evidence before the public oral hearings begin. Time spent now will save time later, and the care taken over this stage of the process will help to ensure the quickest inquiry consistent with proper thoroughness.

The Inquiry will consider at an early stage who will be **core participants**. Core participants will be able to see evidence which is relevant to more than their own case. They can also suggest lines of investigation or questioning which they consider should be pursued by the Inquiry and make opening or closing statements to it. It is important to emphasise that individuals with relevant evidence to provide do not have to become core participants since an individual can give evidence to the Inquiry without taking on the responsibility of being a core participant. Further details will be published on the Inquiry's website.

When we start the **public hearings**, I will want to hear first from people who have been infected and affected because their experiences must shape the whole Inquiry. The way the public hearings will be structured, and which witnesses should give oral evidence, will be considered with the assistance of core participants once the evidence gathering is underway. Some of the hearings will be in the North of England, Wales, Scotland and Northern Ireland to make it easier for people to get to a hearing.

Infected Blood Inquiry

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I am sure that you recognise that it will not be practical to consider in detail the case of every individual who was infected or affected. To do so would mean the Inquiry would last for many years and would need to receive and disclose very large amounts of sensitive medical information. It will not be necessary to undertake such a comprehensive analysis of individual cases in order to fulfil the terms of reference and provide much needed answers.

Some of the responses to the consultation wanted to know how the Inquiry would draw on the **expertise** it needs and whether other panel members would be appointed. Views were expressed both for and against the appointment of additional members. It may therefore be helpful to set out the Inquiry's thinking. Two themes emerged clearly from the consultation: first, that many were concerned that the Inquiry should report quickly. Second is a strong suspicion that Government, officials, public organisations and the medical profession have tried to cover up what has gone on, have knowingly failed to share information about life-threatening infections, and have failed to support the people affected and their families.

Timing, transparency and openness are therefore key. Selecting a small number of experts with their own particular views to sit on the panel would not do justice to the complexity of this Inquiry. Their input would be given privately and not be subject to challenge by participants, or for that matter by other experts who think differently. And an Inquiry panel must all hear the evidence together to satisfy natural justice – no jury can consist of two parts, each of which hears only half the evidence – and so having panel members would not allow the work of the Inquiry to be pursued in parallel tracks, and indeed experience indicates that having panel members lengthens an inquiry.

A better solution than appointing panel members for this particularly complex inquiry is open to us. To help get to the truth of what has happened in the most transparent way possible, I will be appointing groups of experts covering all the relevant fields, including ethical, clinical, psychosocial, statistical and

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contact@infectedbloodinquiry.org.uk

Freephone 08081691377

public administration. The questions that the groups of experts consider will be informed by your experiences. Their reports will, as evidence, be fully open, accessible and transparent. Where there are disagreements among the experts, these will be tested, explored and challenged openly in the public hearings. This means that everyone will be able to see what expert input is given to me. If you wish, you can nominate experts for my consideration and propose questions to the groups of experts through the Inquiry team.

I know that many of you will be anxious to know how long the Inquiry will take to complete its work. Some who responded to the consultation have, understandably, urged that the Inquiry complete its work as quickly as possible. Others, equally understandably, want this Inquiry to be as thorough as possible. I recognise the need to achieve a proper balance between the desirability of speed and the need for thoroughness. I cannot at this stage give any definite indication of likely timescales, but the work of the Inquiry will be done both quickly **and** thoroughly.

You will be able to follow the progress of the Inquiry, including the gathering of evidence, the work of the groups of experts and the public hearings through the regular updates that my team will be providing throughout the Inquiry in a variety of formats. These will include regular meetings across the UK where you will be able to hear about what the Inquiry is working on and talk directly with the Inquiry team. You can contact the Inquiry team at contact@infectedbloodinquiry.org.uk, freephone 0808 169 1377 and at the address below.

Yours sincerely,

A handwritten signature in black ink, reading "Brian Langstaff". The signature is written in a cursive style with a long horizontal line extending from the end of the name.

Sir Brian Langstaff

Infected Blood Inquiry

Fleetbank House, 1st Floor, 2-6 Salisbury Square, London EC4Y 8AE

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PRIVACY NOTICE

This notice explains how the Infected Blood Inquiry (the Inquiry) collects and uses personal information.

The Inquiry is established as an independent public inquiry exercising statutory functions in the public interest under the Inquiries Act 2005. The Inquiry is a data controller and can be contacted as follows:

Infected Blood Inquiry,
Fleetbank House
1st Floor, 2-6 Salisbury Square
London EC4Y 8AE
Email to: contact@infectedbloodinquiry.org.uk

The purposes for processing personal information

The Inquiry is investigating those matters set out in the Terms of Reference, and it needs to process personal information for the purposes of its investigations and to enable it to carry out its work. Personal information is used by the Inquiry in a number of ways - for example, to gather evidence as part of the Inquiry's investigation, to facilitate access to the Inquiry, and to communicate with you and keep you updated on the progress of the Inquiry. Personal information may also be used by the Inquiry to comply with the law and contracts that the Inquiry has entered into.

How the Inquiry collects personal information

Most of the personal information the Inquiry processes is provided to it directly by you (or through your legal representative) for one or more of the following reasons:

- You wish to give evidence or to be a core participant to the Inquiry
- You have been asked to provide evidence to the Inquiry, whether a written statement or documents
- You have provided evidence to the Inquiry

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- You have responded to the consultation on whether there should be an Inquiry or on the Terms of Reference
- You have contacted the Inquiry by email, telephone or letter
- You wish to attend, or have attended, a meeting with the Inquiry team
- You are representing your organisation in engaging with, or providing services to, the Inquiry

The Inquiry may also receive information about you in other ways. For example, as part of its investigation the Inquiry will request access to records from a range of sources, such as healthcare providers, the Department of Health, the trusts and funds that have been set up, and government authorities. Other individuals may also include information about you in their evidence to the Inquiry.

In most cases information will be provided to the Inquiry on a voluntary basis, but in exceptional circumstances, the Inquiry may require the provision of personal information under section 21 of the Inquiries Act 2005, for the purposes of discharging its statutory functions.

What sort of information does the Inquiry collect?

The Inquiry collects information about people who were infected from blood or blood products and their families, data about the impact of infection, information about the provision of medical care and support for those infected and their families, and other matters within the Terms of Reference of the Inquiry. The Inquiry will also collect and retain contact details.

The records the Inquiry holds include personal information, including sensitive personal information relating, for example, to health, racial or ethnic origin and/or a person's sex life or sexual orientation.

The legal basis for processing personal information

The Inquiry processes personal information fairly and lawfully in compliance with data protection legislation. Personal information is processed because the processing is necessary to enable us to carry out our work, which is a task carried out in the public interest and in the exercise of a statutory function, in this case the Chair's functions under the Inquiries Act 2005. Sensitive personal

information is processed because the processing is necessary for reasons of substantial public interest in the exercise of a statutory function.

How does the Inquiry share personal information?

The Inquiry keeps your personal information secure and only shares it with those who need to see it.

To facilitate the work of the Inquiry, personal information may be shared with third party data processors who supply consultation software, and electronic disclosure software and services to the Inquiry. The Inquiry has contracts in place with its data processors, which means they cannot do anything with your personal information unless the Inquiry has instructed them to do it. They will not share your personal information with any organisation apart from the Inquiry, or as directed by the Inquiry. They will hold your data securely and retain it for the period the Inquiry instructs.

The Inquiry may have to disclose personal information on a confidential basis to organisations that hold records which could assist the Inquiry with its investigations (such as organisations which provided healthcare or support services), or to experts assisting the Inquiry's work.

The Inquiry may share information received as part of the Inquiry's investigations with core participants and the public in line with the Inquiry's Statements of Approach, including the statement relating to Anonymity and Redaction.

As your personal information is stored on our IT infrastructure, and shared with our data processors who provide email, and information management and storage services, it may be transferred and stored securely outside the European Union. If that happens, your information will be subject to equivalent legal protection through the use of Model Contract Clauses.

For how long will the Inquiry keep personal information?

The Inquiry will securely store information provided to it, including personal information, and will generally retain it for the duration of the Inquiry depending on the purpose of gathering and using that personal information. At the end of the Inquiry as required by law, the Inquiry record, which may include personal and

sensitive personal information, will be transferred to the National Archives where information will be handled according to the safeguards in data protection legislation for archiving in the public interest.

What are your rights?

You are entitled to request information about how your personal data is processed, and to request a copy of that personal data, subject to some exemptions. You have the right in certain circumstances (for example, where the accuracy of the information held by the Inquiry is queried) to request that the processing of your personal data is restricted, or to object to the processing of your personal data. You may also request that the Inquiry corrects or deletes your personal data.

Further information and complaints

If you have comments or queries about this privacy notice, please contact the Inquiry at contact@infectedbloodinquiry.org.uk.

If you are unhappy about the way that the Inquiry uses your personal data, you may contact the Inquiry's Data Protection Officer, who provides independent advice and monitoring of our use of personal information:

Steve Jones
Data Protection Officer
70 Whitehall
London SW1A 2AS
Email to: dpo@cabinetoffice.gov.uk

If you wish to make a complaint about the way the Inquiry handles your personal data, you can contact the Information Commissioner's Office at:

Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Email to: casework@ico.org.uk
Telephone: 0303 123 1113

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.