

David Johnston

From: Peter Moran
Sent: 06 September 2019 11:19
To: 'request-600588-76e8d8a0@whatdotheyknow.com' <request-600588-76e8d8a0@whatdotheyknow.com>
Cc: David Johnston
Subject: FOI 1044 19 Acknowledgement Letter
Attachments: FOI Acknowledgement Letter.pdf; HSCB FOI Public Information Leaflet.pdf

Please find attached HSCB acknowledgement letter

Mr Jimmy Hmill
Via email @ whatdotheyknow
request-600359-
55347f02@whatdotheyknow.com

Date 6th September 2019

Our Ref: FOI 1044 19

Dear Mr Hamill,

Reference – Freedom of Information Request

Thank you for your request for information. Your request was received by the HSCB on 30th August 2019. This request will be processed under the terms of the Freedom of Information Act 2000, within the statutory timescale of 20 working days.

The leaflet attached is provided for your information and tells you about the legislation and our procedures for dealing with requests for information.

If you have any queries about this communication, please do not hesitate to contact me. It would be helpful if you could quote the reference number above in any future communications relating to this request.

Yours sincerely,



Mr Peter Moran
Assistant Information Governance Manager
HSCB – Western Offices

The Freedom of Information Act 2000

Public Information Leaflet

What if I am refused information?

We will tell you what information has been withheld and why. If you are not satisfied with our response, please contact us and tell us why. If we cannot resolve the matter and you remain unhappy you can ask the Northern Ireland Information Commissioner (address below) to decide if your request has been dealt with correctly.

Where can I get more information about FOI Act?

You can get more information about FOI from the Northern Ireland Information Commissioner at -

3rd Floor
14 Cromac Place,
Belfast BT7 2JB

Telephone: (028) 9027 8757

0303 123 1114

Email: ni@ico.org.uk

Website: www.ico.org.uk



The HSCB's website will provide information about the Board and contact details if you want to request information. You can phone and speak to an FOI Officer, who will assist you with your request, Telephone: 0300 555 0115

Please remember that a request for copies of information is required in writing.



Produced by:
Information Governance Team
Health and Social Care Board
Telephone: 0300 555 0115

What is the Freedom of Information Act?

The Freedom of Information (FOI) Act 2000 gives everyone the right to request information from public organisations including hospitals, health centres and health agencies.

This means that you can access information about how the Health and Social Care Board (HSCB) works, how we spend public money, and **how and why** we make decisions.



You can also request information under -

- **The Data Protection Act 1998 (DPA)**, which gives everyone access rights to their own personal information. The DPA covers both private and public organisations.

- **The Environmental Information Regulations 2004 (EIR)**, which give everyone the right to environmental information held by public organisations.

How can I get information about HSCB under the FOI Act?

There is HSCB information available on our website through our online Publication Scheme - www.hscboard.hscni.net

This information is provided free of charge and routinely updated.

If the information you require is not



available from our website, you can make a request in writing, by:

Post: Information Governance Team
Health & Social Care Board
Gransha Park House
Londonderry BT47 6FN

E-mail: foi.hscb@hscni.net

All requests for copies of information under the FOI Act must be made in writing. It will be helpful if you tell us what information you are requesting, and give us your name, address and contact telephone number.

Is there any cost for getting information?

Information will be provided free of charge up to a value of £450, however, if there are production costs, such as photocopy and laser printing, there will be a nominal charge. These production costs will apply to all requests.



What information is available from the Board?

The FOI Act gives you the right to access almost all the information the HSCB holds, but there is some information, which cannot be made public. Information given in confidence, information relating to national security or law enforcement, and personal details about others cannot be provided, these are known as 'exemptions'. You can obtain your own personal information through the Data Protection Act.

What happens if the information is not available?

The FOI Act does not require us to provide information that we do not already gather, however, we do have a duty to help you with your request. We will contact you and tell you what information we do hold and whether that may help with your query.

