



South Eastern Health and Social Care Trust

Information Governance

Mr Kenneth Donaldson
request-592933-ccbc9fe3@whatdotheyknow.com

20 August 2019

Our Ref: RFI 30048

Dear Mr Donaldson

Freedom of Information Act 2000

Information in Relation to Job Description and Banding for the Information Governance Manager and Information Governance Assistant posts

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to the above which was received on 29 July 2019.

A response to the question raised has been provided by the Human Resources and Corporate Affairs Directorate and is attached in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital (informationgovernance@setrust.hscni.net) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office –Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

Jane McCormick
Information Governance Assistant

Q1. Please could you provide me with the job description and banding information for your Information Governance Manager/s and Information Governance Assistant/s?

- A1. Please find attached in your covering email –
- a) Appendix I – Band 5 Job Description for Information Governance Manager. Please note the banding is included in the job description.
 - b) Appendix II – Band 4 Job Description for Information Governance Assistant. Please note the banding is included in the job description.