



Most of the information that we provide in response to FOI requests will be subject to copyright protection. In most cases the copyright will be owned by the Hertfordshire Partnership University NHS Foundation Trust. The copyright in other information may be owned by another person or organisation, as indicated in the information itself.

You are free to use any information supplied for your own use, including for non-commercial research purposes. The information may also be used for the purposes of news reporting. However, any other type of re-use, for example, by publishing the information or issuing copies to the public will require the permission of the copyright owner.

For information where the copyright is owned by the Hertfordshire Partnership University NHS Foundation Trust, details of the conditions on re-use can be found on our website www.hpft.nhs.uk. For information where the copyright is owned by another person or organisation, you must apply to the copyright owner to obtain their permission.

The Trust does operate a complaints procedure in the event that you are not satisfied with the response. The Trust would ask that you make any complaint within 3 months of receiving the original response. You can write to:

Information Governance Lead
Hertfordshire Partnership University NHS Foundation Trust
99 Waverley Road
St Albans
AL3 5TL

You also have a right to ask the Information Commissioner to determine if the Trust has complied with the provisions of the Freedom of Information Act 2000. You can write to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

If there is anything you need clarification on, please do not hesitate to contact the Information Governance Team
Tel: 01727 804228
Fax: 01727 804968

