

20 December 2019  
Reference Number: FOI 78340

**Freedom of Information Team**  
Suite 6, Carew House  
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Dunmere Road  
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PL31 2QN

**Emailed to:** [request-626654-65f90551@whatdotheyknow.com](mailto:request-626654-65f90551@whatdotheyknow.com)

Tel: 01208 834496  
Email: [cpn-tr.FreedomOfInformation@NHS.net](mailto:cpn-tr.FreedomOfInformation@NHS.net)

Dear Sir/Madam

# **FREEDOM OF INFORMATION ACT 2000**

Thank you for your request for information as detailed below, together with our reply.

You asked us:	Our reply:
1) please can you send me a copy of the current subject access request response letter that you use	Please see the attached document -1
2) a copy of the last 5 DPIA's completed	Please see the attachment documents – 2, 3, 4, 5, 6
3) a copy of any internal mandatory information governance training that you give to staff which was written in the last 2 years including presentation slides and videos and any other media	Please see the attached documents 7 & 8
4) a copy of any instructions given to staff members to reduce data security breaches, for example double checking work which was written in the last 5 years	The Trust's also requires all staff to complete mandatory, e-learning Data Security Awareness training, this is via a portal to Health Education England.
5) a list of any policies implemented in the last 2 years within the organisation to help reduce the environmental impact that the organisation has?	Waste Management Policy and a Sustainable Development <b>Plan</b> .

If you have any further queries, please contact me.

Cornwall Partnership NHS Foundation Trust is committed to improving the health and wellbeing of patients, carers, staff and visitors and operates a Smokefree Policy. This means smoking is prohibited in all Trust premises ie buildings, grounds and vehicles. If you are a smoker ask any member of staff for free support.

We are a research active trust, to get involved in a research project, please email [cpn-tr.CFTresearch@nhs.net](mailto:cpn-tr.CFTresearch@nhs.net)

For information on mental health medication visit [choiceandmedication.org/cornwall](http://choiceandmedication.org/cornwall)

**Chair:** Dr Barbara Vann **Chief Executive:** Phillip Confue  
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[www.cornwallft.nhs.uk](http://www.cornwallft.nhs.uk)

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If you are not satisfied with the response to your request you have the right to an internal review. The handling of your request will be looked at by someone who was not responsible for the original case and they will make a decision as to whether your request was managed correctly.

If you would like to request a review please write to:

Piers Margetts  
Head of Information Governance  
Cornwall Partnership NHS Foundation Trust  
Suite 6, Carew House  
Beacon Technology Park  
Dunmere Road  
Bodmin  
Cornwall  
PL31 2QN

If you remain dissatisfied, after an internal review decision, you have the right to apply to the Information Commissioner's Office. The Commissioner is an independent regulator who has the power to direct the Trust to respond to your request differently, if it is considered that your request was handled incorrectly.

You can contact the Information Commissioners Office at the following address:

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

The Trust continually strives to provide the best possible service to people who request information using the Freedom of Information Act 2000 legislation. To help achieve this, the Trust would be most grateful if you would complete, and return, the attached Applicant Satisfaction Survey form.

Yours sincerely



Michelle McLeavy  
Interim Associate Director of Quality and Governance