

Please ask for: Information Governance
Telephone: 01909 502665
E-mail: daniel.playfoot@dbh.nhs.uk

Our Ref: FOI/493/2015

23 November 2015

Caron Ryalls

Dear Applicant

Re: Request under the Freedom of Information Act 2000

I am writing to acknowledge receipt of your request for information in accordance with the provisions of the Freedom of Information Act 2000 that an appropriate officer at our Trust received on 23/11/2015. I am currently processing your request and will advise you further in due course.

The Act establishes explicit timescales for the Trust to respond to you and subject to your request meeting the criteria established within the Act, we will process your request within a maximum of 20 working days. If under the terms of the Act it is found that the Trust cannot accede to some or all of your request, we will of course, fully explain the reasons for this.

I will write to you again shortly, but if there is anything you need further clarification on, please do not hesitate to contact me.

Thank you.

Yours sincerely

FOI Co-ordinator

Complaints:

If you are dissatisfied with our response, you do have the right to complain. The complaint has to be addressed to the Trust in the first instance, where it will be investigated. If you still feel unhappy, you do have the right to appeal to the Information Commissioner, who is an independent adviser answerable to Parliament. We will provide you with the contact details.

Copyright & Public Sector Reuse Regulations:

You will be advised if any information released is subject to Trust Copyright

You will also be advised if any information released is subject to The Re-use of Public Sector Information Regulations 2005 under Statutory Instrument 2005 No. 1515

Further information on the FOI Act can also be obtained from:

The Department for Constitutional Affairs: <http://www.dca.gov.uk/>

The Office of the Information Commissioner: <http://www.ico.gov.uk/>

The Campaign for Freedom of Information: <http://www.cfoi.org.uk/>

Our Website Publication Scheme on: <http://www.dbh.nhs.uk/>

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