

Ref: FOI/034-18

Matthew Downey  
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23 January 2018

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Direct Line: 0161 701 0375  
Email: [foi@mft.nhs.uk](mailto:foi@mft.nhs.uk)

Dear Mr Downey,

With reference to your Freedom of Information request, please see below the information in response to your queries:

*Please can you provide me with a list of all of the categories and sub-categories your organisation currently uses to record incidents?*

*For example:*

*Category: Staffing issues*

*Sub-Category: Lack of staff*

**Please see Appendix 1 attached**

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If you are unhappy with the way your request has been handled you may ask for an internal review by writing to the FOI team at the above address. If you are not satisfied with the outcome of the review, you can then ask the Information Commissioner's Office (ICO) to make a decision. Generally the ICO cannot make a decision unless you have completed the Trust's internal review process.

The ICO contact details are:

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

Telephone: 0303 123 1113

Website: [www.ico.org.uk](http://www.ico.org.uk)

Yours sincerely

FOI Team  
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