

Our ref: FOI2340

Date 11 October 2018

By Email

Dear Miss Chaplin

Freedom of Information Request dated 10 October 2018

Thank you for your correspondence dated 10 October 2018 requesting information under the Freedom of Information Act 2000 concerning the Trust's serious incident reporting process.

Your request is being dealt with under the terms of the Freedom of Information Act 2000 and we will respond as quickly as we can and in any case no later than 7 November 2018. Occasionally we require further information or time to complete the request and in this event we will write to you with more details.

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

Yours sincerely,

Amanda Kimber
Freedom of Information Officer

