



Freedom of Information Act 2000

An information leaflet about the Publication Scheme for the Hillingdon Hospitals Foundation NHS Trust

What is the Freedom of Information Act 2000?

The purpose of the Freedom of Information Act 2000 is to promote openness, transparency and public accountability in the NHS and other public organisations. The Act came into force in January 2005 and gives you the right to request any recorded information held by The Hillingdon Hospitals Foundation NHS Trust.

What is a Publication Scheme?

A Publication Scheme is a guide to the 'classes' of information that a public organisation routinely publishes. The Hillingdon Hospitals Foundation NHS Trust's publication scheme sets out the types of information we routinely publish, explains the way the information is provided and states what charges can be made for providing information.

The Publication Schemes can be accessed on the Trust's public website at www.thh.nhs.uk

If you would like a hard copy of the Publication Scheme, contact the Freedom of Information Officer at the address at the bottom of this leaflet.

How can I request information?

Your request must :

- Be made in writing (this can be electronically, e.g. fax, email)
- State the name of the applicant and an address for correspondence; and
- Describe the information requested

Please send any requests to the address on the back of this leaflet.



How will you respond to my request?

We will let you know whether or not we hold the information you have requested. If we do we will supply this information to you within 20 working days from receipt of the request (subject to certain conditions).

A fee may be charged for dealing with a request. This will be calculated in accordance with the Act. If a fee is required for information, the 20-day timescale can be extended to up to 3 months.

How much will it cost to receive information?

A fee for costs of postage, printing and photocopying may be charged for requests that require extensive information to be collated and sent to you. Public bodies can refuse to answer a request on the grounds of cost if the cost exceeds £450.

When a charge is to be made, we will let you know of the charges in advance. Further details can be found in the Publication Scheme.

Will I be able to request any information?

Not all information will be available. There is a range of exemptions covering personal data, security, formulation of government policy and commercial and individual confidentiality.

If information is withheld, we will give the applicant the reasons for this decision and also inform them of their right to appeal to the Information Commissioner.

The Information Commissioner

The Information Commissioner is an independent public official who reports directly to Parliament.

The Information Commissioner is responsible for implementing the Freedom of Information Act.



Requests for information should be made to

The Freedom of Information Officer Hillingdon Hospitals Foundation NHS Trust
Corporate Governance Dept
Old Research Hut
Field Heath Road
Uxbridge
Middlesex
UB8 3NN

Tel: 01895 279639
Fax: 01895 279842
Email: foi@thh.nhs.uk

Further information on the Act is available at
the Information Commissioner's website: www.ico.gov.uk



Languages/ Alternative Formats

Please ask if you require this information in other languages, large print or audio format. Please contact: 01895 279973

Fadlan waydii haddii aad warbixintan ku rabto luqad ama hab kale. Fadlan la xidhiidh 01895 279 973

தயவுசெய்து, வேற்று மொழிகளில் இத் தகவல்கள், கட்டுமானம் தேவையெனில், கேளுங்கள்.! தயவுசெய்து 01895 279973 இலக்கத்துடன் தொடர்பு கொள்ளுங்கள்.!

ਜੇ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਵਿਸ਼ੇ ਹੋਰ ਭਾਸ਼ਾ, ਵੱਡੀ ਲਿਖਾਈ ਜਾਂ ਦੂਜੀ ਸੁਰਤ ਵਿੱਚ
ਤੁਸੀਂ ਇਹ ਜਾਣਕਾਰੀ ਸੁਣਨਾ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ **01895 279973** ਤੇ
ਸੰਪਰਕ ਕਰੋ।

Jezeli chcialbys uzyskac te informacje w innym języku lub w duzej czcionce popros
pracownika oddzialu o kontakt pod numerem telefonu: 01895 279973

请询问您是否需要在其他语言，大字体或音频格式的信息。请联
系：01895 279973

إذا كنت تود الحصول على هذه المعلومات بلغة أخرى، بالأحرف الكبيرة أو بشكل ترميز صوتي، يمكنك أن
تتصل بنا على الرقم 01895 279973 أو عبر البريد الإلكتروني

اگر آپ کو یہ معلومات کسی دیگر زبان میں، بڑے الفاظ میں یا آڈیو طریقہ سے درکار ہوں تو برائے
01895 279973 سے پبلسٹ انفارمیشن سے ذیل کے ذریعہ رابطہ کرنے کی درخواست کریں:
279973