

## 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 gives you the right to request corporate recorded information held by The Hillingdon Hospitals NHS Foundation Trust.

### **What is the Publication Scheme?**

The Trust has published a Publication Scheme on its website [www.thh.nhs.uk](http://www.thh.nhs.uk) which provides information routinely published by the Trust, including what the Trust does, an explanation of how the information is provided and any charges. A requester should review the publication scheme before submitting a request to see if it holds the information they require.

### **How can I request information?**

All requests must be made in writing either by letter or electronically e.g. email, providing the name of the requester an address for correspondence and a description of the information required. Please send any requests to the address at the back of this leaflet.

### **How will the Trust respond to my request?**

We will let you know whether or not we hold the information you have asked for and subject to exemptions within the act, will supply you with your data within 20 working days.

Exemptions within the FOI act which may affect disclosure of information are:-

- \* Section 12 - If to collate your information will take longer than 18 hours
- \* Section 21 - Information available to the requester by other means
- \* Section 22 - Information intended for future publication
- \* Section 40 - Personal information
- \* Section 41 - Information provided in confidence
- \* Section 43 - Commercial interests

(this list is not extensive please refer to the FOI Act 2000)

If information is withheld, you will be provided with the reasons for the decision, how you can modify your request and also your right to appeal to the Information Governance Commissioners.

## **The Information Commissioner**

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

The ICO independently regulate how organisations process information, if you are unhappy with our response to a Freedom of Information request please contact the Trust in the first instance. However if remain unhappy you have right to contact the ICO directly under section 50 of the Freedom of Information Act.

## **How much will it cost to receive information**

The vast majority of Freedom of Information requests are processed free of charge, however, charges are applied if the time taken to collate the information exceeds 18 hours. In this event you will be advised and provided with an estimate of costs and asked if you wish to proceed with their request.

## **Requests for information should be made to:-**

The Freedom of Information Officer

Freedom of Information Department

Management Secretaries Office

Tower Block - Ground Floor

The Hillingdon Hospitals NHS Foundation Trust

Tel: 01895 279828

E-Mail: [thh-tr.freedomofinfo@nhs.net](mailto:thh-tr.freedomofinfo@nhs.net)

## 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

ਜੇ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਜਾਂ ਰੂਪ ਵਿੱਚ ਚਾਹੀਦੀ ਹੈ ਤਾਂ ਕ੍ਰਿਪਾ  
ਕਰਕੇ ਪਤਾ ਕਰਨ ਲਈ 01895 279973 ਤੇ ਸੰਪਰਕ ਕਰੋ

برائے مہربانی جے تہانوں اے اطلاع کے اور زبان یا انداز و جچاہی دی اے تے پتہ کرن لئی  
رابطہ کرو  
01895 279 973

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

Jeżeli chciałbyś uzyskać te informacje w innym języku, w dużej czcionce lub w formacie audio, poproś pracownika oddziału o kontakt z biurem informacji pacjenta (patient information) pod numerem telefonu: 01895 279973.

如果你需要這些資料的其他語言版本、大字体、或音頻格式，請致電01895 279 973 查詢。

إذا كنت تود الحصول على هذه المعلومات بلغة أخرى، بالأحرف الكبيرة أو بشكل شريط صوتي، يرجى الاتصال بالرقم التالي 01895279973 .