



Freedom of Information Guidance

What is Freedom of Information?

Freedom of Information is part of the Government's commitment to greater openness.

The Freedom of Information Act 2000 gives you the right to request information held by any public authority and gives you the right to access information about the organisation and how it is managed. For example you may wish to see Board Minutes which are posted regularly on our website: www.covwarkpt.nhs.uk

This right is in addition to you being able to access your personal information which is held by the Trust. Your personal information would be accessed under the Data Protection Act 1998. More details about this Act can be found in the leaflet 'Your Health Records' which is on our website as above, under Access to Health Records.

The general right of access under the Freedom of Information Act is subject to some exemptions, including the protection of personal and sensitive information as defined by the Data Protection Act 1998. This means that we would not disclose personal and sensitive health data about our staff or patients, such as home addresses or telephone numbers.

Trust Policy

Our Trust has a Freedom of Information Policy, which is available on request from the contact details at the end of this leaflet.

Our Trust has a duty to respond to Freedom of Information requests within 20 working days.

Cost of information

Information will usually be sent free of charge. However, if a significant amount of additional work is required, we will apply a charge of £20 per hour to cover expenses.

Publication Scheme

Under the Freedom of Information Act 2000, our Trust must produce a Publication Scheme. The Publication Scheme details information that is held by our Trust that is available for public viewing, such as: public Trust Board papers; the type of services we provide; who our Trust Board members are; Trust policies etc.

The Publication Scheme is on our website www.covwarkpt.nhs.uk and is reviewed and updated regularly.

Information on the website can be downloaded free of charge. Paper copies can be requested via the Information Governance Department, contact details below. A small charge may apply to cover costs.

How to make a Freedom of Information request

Freedom of Information Requests must be in writing and sent to:

Information Governance Department
Coventry and Warwickshire Partnership NHS Trust
Wayside House
Wilson's Lane
Coventry
CV6 6NY

Or email to: freedomofinformation@covwarkpt.nhs.uk

If any assistance is needed with making a request, please contact the Information Governance Department on: **024 7653 6807**.

There is also guidance produced by the Information Commissioner's Office which will help you to make your information request. Please visit their website: www.ico.org.uk/for-the-public/official-information/