

Freedom of Information Request**Ref: UHB 18-311**

Date 22 May 2018

By Email

Dear Madam

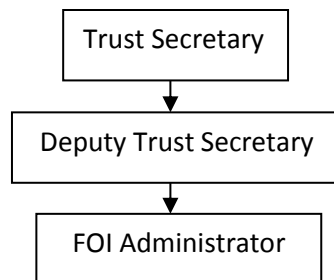
Thank you for your request for information under the Freedom of Information Act 2000. The Trusts response is as follows:

- 1. How many staff do you have that are dedicated to managing FOIA requests? If you do not have dedicated staff for FOIAs and this is combined with DPA/GDPR, please can you list the number of staff within Information**

The Trust has 0.6wte member of staff who deals with FOI requests.

- 2. Of those staff, what pay band and structure is there within the department?**

AfC band 4. Please see the structure of the department below. Please note the FOI team falls under the Trust Secretariat.



- 3. Who is responsible for signing off FOIA requests?**

Deputy Trust Secretary

- 4. Please can you send me a copy of your FOIA policy & procedure?**

Please see attachment one.

- 5. What IT/management system do you use for logging FOIA requests and producing performance data?**

The Trust utilises the Trust's Risk Management system (Datix) for logging FOI requests and producing performance data.

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Trust Secretary
University Hospitals Bristol NHS Foundation Trust
Trust Headquarters
Marlborough Street
Bristol
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely,

FOI Administrator