

Freedom of Information Act 2005 (FOIA)

This Act gives the public a right of access to information held by public authorities. .

As individuals you already have the right of access to information about yourselves under the Data Protection Act 1998. The FOIA extends this right to allow you access to all types of recorded information held by the Trust.

Personal Data is subject to the Data Protection Act and personal data relating to third parties may be exempt under the Act.

Your request must be in writing, contain a valid postal address and sent to :-

The Freedom of Information Co-ordinator
Milton Keynes Hospital NHS Foundation Trust.
Standing Way
Eaglestone
Milton Keynes MK6 5LD

The Trust also accepts email requests, please forward these to:

Foi.PublicationSchemeCo-ordinator@mkhospital.nhs.uk

Requests should contain sufficient information to allow us to identify and locate the information you require. We are entitled to make a charge for the cost of identifying and locating the information, copying, postage etc.

A telephone number would also be helpful in case we wish to contact you further with regard to your request.

All requests for information must be responded to within 20 working days, however this process may take longer if:-

- We have asked for a fee and are awaiting payment
- We have asked for more information from you to help us locate/retrieve the information you have requested
- We are considering using an exemption

You will be kept fully informed.

Information provided is for personal use. Any re-use of this information will be subject to Copyright and the Re-Use of Public Sector Information Regulations, therefore, authorisation from Milton Keynes Hospital NHS Foundation Trust will be required. In the event of any re-use, the information must be reproduced accurately and not used in a misleading manner.

Should your request be refused you will be informed by letter of the reasons for this decision,

For example:-

- Where the cost exceeds the prescribed amount.
- Vexatious* or repeated requests
- Information readily available on the Publication Scheme
- If one or more exemptions in the act apply.

*Lacking a sufficient ground and serving only to annoy or harass when viewed objectively

Should you not agree with the decision you have the right to make a complaint and request a review. Your complaint should be forwarded to:-

The Patient Affairs Officer
Complaints Department
Milton Keynes Hospital NHS Foundation Trust.
Standing Way
Eaglestone
Milton Keynes MK6 5LD

If you are still unhappy with the outcome of your complaint, you can contact the:-

Information Commissioner's Office
Wycliffe House
Water Lane,
Wilmslow
Cheshire, SK9 5AF

Tel: 01625 545700

www.informationcommissioner.gov.uk

Publication Scheme

Public authorities are obliged to adopt and provide information through a **Publication Scheme**. The Publication Scheme sets out seven classes of information as follows:-

- Who we are and what we do
- Our Finances
- Priorities and Performance
- Decision making
- Policies and Procedures
- Lists and Registers
- Services we offer

Authorities must produce a guide to the specific information they hold and which is contained within these classes. Milton Keynes Hospital NHS Foundation Trust has produced a Route Map for your use and this can be found at www.mkhospital.nhs.uk or a hard copy can be obtained from the address overleaf.

Milton Keynes NHS Foundation Trust do not charge for information contained within and accessed via the website.

If hard copies of information are requested charges may be made for :-

- Photocopying
- Postage and packaging
- Costs directly incurred as a result of viewing information

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

The following websites and publications relate to the Freedom of Information Act 2005:

Information Commissioners Office:
www.informationcommissioner.gov.uk

Department of Constitutional Affairs:
www.hmso.gov.uk/guides.htm

Freedom of Information Act 2005
www.legislation.gov.uk/ukpga/2000/36/contents

Campaign for Freedom of Information Act
www.cfoi.org.uk

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Foi.PublicationSchemeCoordinator@mkhospital.nhs.uk

Author: Information Governance Team
Last Review March 2014
Next Review: March 2017

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