



## FREEDOM OF INFORMATION Information Request Form

This form is to be used if you wish to request any information that the Trust holds **excluding patient records/ clinical information**. Requests for clinical information should be completed on the Patient Record Access form, available from the Patient Advice and Liaison Service (PALS).

Please complete the form below providing as much detail as possible to enable the Trust to identify and locate the information requested.

Fields marked with an “\*” are mandatory. Requests must contain an address to which we can send a response; applications without this information cannot be accepted.

### Applicant Details

Title \* : [ ]  
 Forename \* : [ ]  
 Surname \* : [ ]  
 Address \* : [ ]  
 [ ]  
 [ ]  
 [ ]  
 Postcode \* : [ ]  
 Daytime Telephone: [ ]  
 Evening Telephone: [ ]  
 Mobile Telephone: [ ]  
 Email Address: [ ]

If this application is being made on behalf of an organisation, please provide details:  
Name of Organisation: [ ]

### Details of Request

Please provide a detailed description of the information being sought to enable your request to be processed in a quick and efficient manner. Unclear requests cannot be processed, so please ensure that your request is clear and specific.

[ ]



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### The Process

Once we have validated your application, we will respond to your request usually within 20 working days from the validation date.

However, please note that there may be occasions when we need to contact you to clarify your requirements – in these situations we will inform you of a revised response date once we have received the additional detail.

If we are unable to fulfil all or part of your request due to specific exemptions within the FoI Act, we will write and inform you of this decision, detailing the reasons why any information has been withheld.

### Fees

We are entitled to make a charge for copying materials for any request. If there is a charge for the information that you have requested, we will contact you and inform you of the estimated cost before proceeding with the request.

Where the time involved in us investigating whether we hold the information and then obtaining the information requested exceeds a cost of £450 we are entitled to refuse the request. In this case we will contact you to establish whether you wish to:

- Proceed and pay for the request to be undertaken;
- Amend the request so that the cost is reduced to below £450;
- No longer proceed with the request.

### Advice and Assistance

For advice and assistance on submitting an information request application, please contact the FOI Lead on 020 8746 8000 or email us on [foi@chelwest.nhs.uk](mailto:foi@chelwest.nhs.uk). Prior to submitting your application, please take a look at the Trust's Publication Scheme at <http://www.chelwest.nhs.uk/about/foi> to see whether the information you require is already available.

Applications may be emailed directly to the Trust at <mailto:foi@chelwest.nhs.uk> or sent by post to:

Freedom of Information Lead  
IM&T Directorate  
2<sup>ND</sup> Floor, EPR Department, Cavaye Place  
Chelsea and Westminster Hospital NHS Foundation Trust  
LONDON SW10 9PT

### Data Protection Act 1998

The information you have provided will only be used for administrative purposes in dealing with your request and for statistical analysis in relation to the types of requests we receive. We will not disclose any information about you to outside organisations without your written consent, unless there is a legal obligation to do so.