

FREEDOM OF INFORMATION REQUEST FORM

This form has been devised to help you request information. You do not have to use this form but the Act requires all requests to be in writing either letter, fax or email

Date:

Your details

Please use BLOCK CAPITALS

Surname:

Forename(s):

Address:

Telephone no:

Mobile No:
(if applicable)

Fax no:
(if applicable)

Address to send information if different from above:

Please provide the contact information above as required by the Act



DESCRIPTION OF THE INFORMATION YOU REQUIRE

Please provide a description of the information you would like the Trust to provide you with. If your request relates to specific document(s), please provide any details you may have about the document, for example its title, date or the department where it is likely to be held. If you are uncertain how to describe the information you require the Trust's Freedom of Information Lead will be happy to help you (details overleaf)

If it is not possible to identify the information you require from the original description you provide the Trust has the right to ask for clarification: If further clarification is needed this may affect the timescale for disclosing the information.



FORMAT OF INFORMATION REQUIRED

Where your request covers information that is already published by the Trust, we will provide you with directions on how to locate the appropriate information in its usual published format. This is most likely to be the Intranet. Otherwise we can provide you with:

Please mark your preference:

- The opportunity to view the information by appointment
- The information in 'permanent' form, which are photocopies of originals
- The information in some other form
(for example: electronic or hard copy, large print, Braille, audio version or as a summary)

The Trust will evaluate whether or not it is reasonable to comply with your requested format by considering the cost, amount of work required and whether to create the specified form would damage the original document. If the Trust foresees difficulties in providing the information in the specified format you will be notified.

RESPONSE TIMEFRAME

The Trust will respond to your request within 20 working days from the day following receipt of your request. However, for any reason under the Act the Trust is advised that it should consider an extension to the 20 days you will receive written notice.

The Trust will respond to either confirm or deny it has the information.

CHARGES

The Trust aims not to charge for information requests. However under the Act, the Fees Regulations provide guidance to the Trust. If the Trust estimates that it will spend more than the prescribed amounts you will be notified. If the cost of complying with a request is likely to be high, we will consider whether we can make any information available that may be of interest free of charge or for a lesser fee.

EXEMPTIONS

The Act allows a general right to know but entitlement to information is limited. Exemptions apply to information accessible to the applicant by other means, security matters, confidential information, public interest reasons and prejudice to certain interests as set out in the Act.



PLEASE RETURN THE COMPLETED FORM TO:

FOI Requests, C/O Communications Department
Lancashire Care NHS Foundation Trust
Sceptre Point,
Sceptre Way,
Walton Summit
Preston PR5 6AW
Or email - foirequests@lancashirecare.nhs.uk

