

## Freedom of Information Act 2000

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Details of how to do this will be included in our response to your request.

### Comments and feedback

The Trust is committed to openness and accountability and fully supports the aims of the Freedom of Information Act.

It is important to us that we meet your requests for information about the Trust. Consequently we welcome any suggestions and comments as to how we might improve the Publication Scheme or the way in which requests for information are handled. Please send any suggestions or comments to the FOI Lead Officer (see back page for contact details).

### How to contact us

**To make a request for information write to:**

Information Request Officer  
Leicestershire Partnership NHS Trust  
Suite P1  
Bridge Park Plaza  
Bridge Park Road  
Thurmaston LE4 8BL

Email: [LPT-FOIRequests@leicspart.nhs.uk](mailto:LPT-FOIRequests@leicspart.nhs.uk)

You can also contact Sam Kirkland if you require further help or advice about making a request to the Trust.

Telephone 0116 295 0997

### More information about FOI is available from

The Information Commissioner  
Telephone 01625 545 745  
visit [www.ico.gov.uk](http://www.ico.gov.uk)

### Alternative Versions of this Leaflet

We can provide this leaflet in braille, audiocassette tape, disk, large print and in other languages on request. Please contact the FOI Lead Officer, details above.

Leicestershire Partnership   
NHS Trust



***FREEDOM OF INFORMATION***

How to make a request  
for information

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## What is Freedom of Information?

The Freedom of Information Act 2000 (FOI) came fully into effect on 1 January 2005. Its aim is to promote greater openness and accountability and to improve understanding of how public authorities function. Under the Act, any member of the public may request information held by Leicestershire Partnership NHS Trust.

## FOI Publication Scheme

To help you, we have already published a FOI Publication Scheme. It can be seen on our website at [www.leicspt.nhs.uk](http://www.leicspt.nhs.uk) or you can request a printed copy from the FOI Lead Officer (see back page for contact details).

The Publication Scheme contains information routinely published by the Trust, about how we are organised, the way we work and the services we provide. This includes:

- Financial and funding information
- Aims, targets and achievements
- Reports and independent enquiries
- Policies and procedures

You may find it helpful to consult the Publication Scheme before making a FOI request.

## How do I make a request for information?

You can make a request for recorded information held by the Trust. Your request must be made in writing or by e-mail and should be sent to the FOI Lead Officer (see back page for contact details).

You need to state clearly what information you are requesting so that we can identify and locate the information required. If you are unable to provide enough detail we will contact you to seek further clarification.

You must state your name and address so we can respond and it would be helpful to include your telephone number in case we have any queries.

## Will I have to pay?

Information obtained from our website is free of charge. There may be a charge to cover the costs of locating, retrieving, photocopying and posting documents. We will let you know if any charges apply before sending you any information.

## How long will it take to answer my request?

Requests will normally be dealt with within 20 working days. It may take longer if:

- we have to seek clarification from you about your request

- we have asked you for a fee and are waiting for it to be paid
- we have to consider whether it is in the public interest for us to comply with your request

## Why might my request be refused?

Your request for information may be refused if:

- the information is readily available through another source including our Publication Scheme or on our website
- you don't supply us with enough information to identify the information you are looking for
- the cost of providing the information exceeds the limits set out in the National Fees Regulations
- any of the exemptions of the FOI Act 2000 apply
- the request is vexatious or repeated.

## What happens if my request is refused?

If your request is refused we will write to explain why and we will set out the exemptions or reasons that apply.

## What can I do if I am not happy with your response?

You can make a complaint to the Trust and ask for a review of the decision.