



Freedom of Information

Applicant Information

The Freedom of Information Act 2000 gives you a general right to obtain recorded information held by public authorities. The Act was created to help people get a better understanding of how public authorities carry out their duties, make decisions and spend their money.

What information can I request under the Freedom of Information Act 2000?

1. Who we are and what we do
2. What we spend and how we spend it
3. What are our priorities and how are we doing
4. How we make decisions
5. Our policies and procedures
6. List and registers
7. The services we offer

Before you make a request, check out the Trust's publication scheme and disclosure log as the information you require may already have been published there. You can find the Trust's FOI page at:
www.cumbriapartnership.nhs.uk/the-trust/access-to-records/freedom-of-information

How do I make a Freedom of Information Request?

Requests should be made in writing and be directed to:-

A: Information Rights Team | Information Governance
Maglona House | Kingstown Broadway | Carlisle | CA3 0HA
E: FOIrequest@cumbria.nhs.uk | T: 01228 608998

For requests to be valid they must contain the name of the requester and an email or postal address.



What are the Trust's responsibilities?

The Cumbria Partnership Foundation Trust will:

Ensure requests are acknowledged within two days of arriving in the Trust

Ensure requests are responded to within 20 working days

If the Trust does not hold the information you requested, or the information is exempt from release, we will direct you on how to continue with your request

Advise you if there are any charges for your request. This would only occur if the time taken for staff to collate the information would exceed 18 hours (or the equivalent of £450 in wages).

Additional Information

For more info about FOI and Information management contact:

Information Rights Team | Information Governance

Maglona House | Kingstown Broadway | Carlisle | CA3 0HA

E: FOIrequest@cumbria.nhs.uk | T: 01228 608998

W: www.cumbriapartnership.nhs.uk

Information Commissioners Office

T: 08456 30 60 60 | W: www.ico.gov.uk

Confidentiality

'The Trust's vision is to keep your information safe in our hands.'

We promise to use your information fairly and legally, and in-line with local and national policies. You have a right to understand how your information is used and you can request a copy of the information we hold about you at any time.

For further information contact the Information Governance Team on 01228 608998 or email Information.Governance@cumbria.nhs.uk

Feedback

We appreciate and encourage feedback, which helps us to improve our services. If you have any comments, compliments or complaints to make about your care, please contact the Patient Experience Team.

Email: PET@cumbria.nhs.uk Tel: 01228 602128 Freephone: 0800 633 5547

If you would like this factsheet in another language or format, for example Braille, large print or audio, please call:

01228 603890

E: communications.helpdesk@cumbria.nhs.uk

Or write to Engagement and Communications
Voreda House | Portland Place | Penrith | CA11 7QQ



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