



FREEDOM OF INFORMATION REQUESTS

HEM carries out work on behalf of the NHS and as the NHS is a public authority we need to assist in any FOI requests related to our service. A freedom of information request is not to be confused with a subject access request. A freedom of information request is related to our overall NHS related company activities, a subject access request is related to individuals requesting information regarding their personal records, be it health or employee.

We **WOULD** need to assist in a FOI regarding the following:

- NHS Referral rates
- Referrals per CCG
- Volume of scan types referred
- Scan Tariffs
- Dates of contract commencement
- Outlines of service specifications for CCG and trusts
- Policies and procedures regarding the service provision.

(this list is not exhaustive)

We would **NOT** need to assist in a FOI regarding the following:

- Any information with regard to private patient service activity
- Financial information with regard to our expenses to provide NHS and private services
- General Company financial information (excluding tariff paid for US procedures)
- Confidential corporate information (information that is considered sensitive and not to be disclosed for prevention of corporate sabotage)
- Any information generally acknowledged by staff members but not written down – new information should not be created to meet the needs of a FOI request.

PROCEDURE:

- Freedom of information requests must be done so in writing, if any member of staff receives a verbal request please ask the requesting person/s to make the request in writing.
- Request received in writing.
- Request passed to designated manager (Clinic Manager) who follows management FOI procedure.
- All requests must be dealt with and responded to in full within 20 working days.
- If a FOI request is declined reason needs to be given in writing as to the reason for the rejected request.