

**Compliance Team – Health Records**

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## FOI REQUEST NUMBER 164 2015

**Request:**

Please find attached an FOI request letter and a response Excel document for your completion.

Please inform me if you are not the correct person to receive this email and where possible if you could provide me with a forwarding email address that would be much appreciated.

If you require any further information please do not hesitate to contact me directly.

**Response:**

Norfolk and Suffolk NHS Foundation Trust are a Specialist Secondary Mental Health Trust so therefore we would be unable to answer your request which relates to acute trusts.

The Trust provides a complaints procedure to deal with complaints about the Trust's handling of requests for information. If you feel you need to make a complaint, in the first instance, you should contact a Non-Executive Director via the Chair of the Trust. If you feel you have exhausted our internal complaints procedure, you also have the right and may feel you wish to write to the Information Commissioner who can be contacted on telephone number 01625 545740 or at [www.ico.gov.uk](http://www.ico.gov.uk).