

Further Information

The following websites relate to the Freedom of Information Act 2000:

- Information Commissioner's Office
www.informationcommissioner.gov.uk
- The Ministry of Justice
www.justice.gov.uk
- Campaign for Freedom of Information Act
www.cfoi.org.uk
- National Archive
www.nationalarchives.gov.uk
- Her Majesty's Stationery Office
www.hmso.gov.uk/guides.htm
- Freedom of Information Act 2000
www.opsi.gov.uk/acts/acts2000/ukpga_20000036_en_1
www.legislation.hmso.gov.uk/acts/acts2000/20000036.htm

Solutions for Public Health is hosted by NHS Milton Keynes and is part of the National Health Service (NHS); there are over 600 NHS Trusts and a full list of these can be found at www.nhs.uk.

The work of the Trust is guided by the strategic direction established by the Department of Health, whose own website is www.dh.gov.uk.

Solutions for Public Health (SPH) is an independent NHS agency with unrivalled knowledge and expertise. We bring together public health policy and practice with the academic rigour of epidemiology and research.

As a unique NHS organisation, hosted by NHS Milton Keynes, SPH helps a wide range of stakeholders across the NHS and beyond improve the services they offer and commission. SPH provides highly specialised services in health intelligence, commissioning support, screening and workforce development. Our clients include regional government, the Department of Health, strategic health authorities, primary care trusts, acute trusts, mental health trusts and local authorities.

All Freedom of Information Act enquiries relating to SPH should be sent direct to the FoI Lead at the address shown below.

- **Solutions for Public Health,**
4150 Chancellor Court,
Oxford Business Park South,
Oxford
OX4 2GX
Tel: **01865 334700**

Freedom of Information Act 2000



Freedom of Information Act 2000

The Freedom of Information Act 2000 (FoIA) gives a general right of access to all types of recorded information held by public authorities. The intention of the Act is to encourage a culture of openness and transparency across all public authorities. **Solutions for Public Health (SPH)** fully supports this aim.

As individuals you already have the right of access to information about yourselves under the Data Protection Act 1998. The FoIA extends this right to allow you access to all types of recorded information held by SPH.

The FoIA is enforced by the Information Commissioner, a post that now combines regulation of both this Act and the Data Protection Act 1998.

Under the FoIA it is our duty to adopt a Publication Scheme setting out the classes of information we hold and the manner in which we intend to publish that information.

The scheme has been designed to give you access to routinely published information without having to make a specific request.

No charge is levied for information contained within our publication scheme. The Scheme is available on the website of our host organisation NHS Milton Keynes at www.miltonkeynes.nhs.uk.

Request for Information

As from 1st January 2005 you have the right to request any recorded information held by SPH. Personal Data remains subject to the Data Protection Act 1998 and personal data relating to third parties may be exempt under the Act.

Your request must be in writing (email is acceptable) and should contain your name and a valid postal address. A telephone number would also be helpful should we wish to contact you further with regard to your request.

Requests for information should be sent to:

- **Freedom of Information Lead,**
Solutions for Public Health,
4150 Chancellor Court,
Oxford Business Park South,
Oxford OX4 2GX
(email: sphfoienquiry@sph.nhs.uk)

Requests should contain sufficient information to allow us to identify and locate the information you require. ***We are entitled to charge a fee to recover the cost of copies, postage, etc. Details on all fees are available in the Publication Scheme or on request from the FoI Lead.***

All requests for information must be responded to within 20 working days. However this process may take longer if:

- We have asked for a fee and are awaiting payment.
- We have asked for more information from you to help us locate/retrieve the information you have requested.

Exempt Information

Should your request be refused we will inform you by letter of the reasons for this decision.

For example:

- Where the cost exceeds the prescribed amount
- Vexatious* or repeated requests
- Information readily available on the Publication Scheme
- If one or more exemptions in the Act apply.

Should you not agree with the decision you have a right to complain and request a review. You should forward your complaint to our:

- **Complaints Coordinator,**
Milton Keynes NHS Primary Care Trust,
The Hospital Campus,
Standing Way,
Milton Keynes MK6 5NG

If you are still unhappy with the outcome of your complaint, you can contact the:

- **Information Commissioner's Office,**
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire SK9 5AF
Tel: **01625 545745**
www.informationcommissioner.gov.uk

**lacking a sufficient ground and serving only to annoy or harass when viewed objectively*