

## Further information

For further information about the Act, please follow the below links:

Information Commissioner's Office: <https://ico.org.uk/>

Freedom of Information Act 2000 legislation:  
[www.legislation.hmso.gov.uk/acts/acts2000/2000036.htm](http://www.legislation.hmso.gov.uk/acts/acts2000/2000036.htm)

Ministry of Justice: [www.justice.gov.uk](http://www.justice.gov.uk)

Campaign for Freedom of Information: [www.cfoi.org.uk](http://www.cfoi.org.uk)

National Archives: [www.nationalarchives.gov.uk](http://www.nationalarchives.gov.uk)

### How can I help reduce healthcare associated infections?

Infection control is important to the well-being of our patients and for that reason we have infection control procedures in place. Keeping your hands clean is an effective way of preventing the spread of infections. We ask that you, and anyone visiting you, use the hand sanitiser available at the entrance to every ward before coming in to or after leaving the ward. In some situations hands may need to be washed at the sink using soap and water rather than using the hand sanitiser. Staff will let you know if this is the case.

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[www.buckshealthcare.nhs.uk](http://www.buckshealthcare.nhs.uk)

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## Freedom of Information (FOI) Act 2000

### Public information leaflet

If you require a translation or an alternative format of this leaflet please call PALS on 01296 316042

Safe & compassionate care,

every time

## What is the Freedom of Information (FOI) Act?

It is a law passed by the Government in 2000 that gives you the right to request information from government services to encourage greater openness in the public sector. In 2005 the scope of the Act was extended to cover other public services including NHS Trusts.

The aim of the Act is to promote trust and confidence in our public services by providing clear information and being open about what we do. The Trust recognises the importance of the FOI Act in helping to transform the culture of the public sector to one of greater openness.

## How do I ask for information?

All requests for information should be made in writing via email or post:

Email: [BHInfo@buckshealthcare.nhs.uk](mailto:BHInfo@buckshealthcare.nhs.uk)

Post: Freedom of Information (FOI) co-ordinator  
Buckinghamshire Healthcare NHS Trust  
Trust Headquarters  
Amersham Hospital  
Whielden Street  
Amersham, Bucks, HP7 0JD

The FOI co-ordinator can be contacted by phone on 01494 734959 for advice and assistance. However all requests must be made in writing.

You must clearly state what information you are requesting together with your name and postal or email address. You do not need to state why you are asking for the information.

### Publication Scheme

We also have a publication scheme, which is an online facility that collates information that can be obtained via the FOI Act.

The information we routinely make available, for example are our annual reports, financial information and clinical performance.

It is a good idea to check the publication scheme before making a

request for information under the FOI Act as the information may have already been published, and could save you time. The Scheme is available at [www.buckshealthcare.nhs.uk](http://www.buckshealthcare.nhs.uk). Or please contact the Freedom of Information co-ordinator.

## What type of information can I ask for?

You can ask for any **recorded** information, for example our annual reports, financial information or clinical performance data.

## When will I receive this information?

We will acknowledge the receipt of your request within two working days and the Act requires us to provide you with the information within 20 working days of the receipt of your request.

## Can my request be declined?

We will provide you with the information unless the information you requested falls into one of the exemptions under the FOI Act, for example if your request relates to someone's personal details, or the information, if given, would provide an unfair commercial advantage. A full list of these exemptions can be found on the Information Commissioner's Office (ICO) and FOI legislation websites as described on page 4.

If we decline your request, we will explain our reasons for doing so. If you do not agree with our decision you can ask for the decision to be reconsidered and, if the request is still declined, you can ask the ICO to review the decision. The ICO is an independent body that enforces the FOI Act, the Data Protection Act and the Environmental Information Regulations.

## How much will it cost to make a request?

In most cases, the information is provided free of charge. However, sometimes you may have to pay a fee to cover administration costs, postage, photocopying or because of the expense involved in finding and supplying the information. You will be informed if a fee will apply.