

## Is there any information that will not be provided

We will make every effort to provide you with a copy of the information requested. We may have to ask you a few questions to make sure that we provide you with what you want.

There may be some documentation or certain parts of that documentation which we are not able to release. Some examples of information we may not be able to release are:

- Someone else's confidential record.
- A company's trade secrets.
- Information given in confidence.

If we are unable to release some or all of the information you request, we will explain this to you.

## Does this mean someone else can see my information

The Freedom of Information Act 2000 does not change your right to confidentiality. Your personal information is still protected under the Data Protection Act 1998 and will not be shared with anyone who is not entitled to it.

If you would like a copy of your medical records, contact  
The Health Records Manager, Level 2,  
Salisbury District Hospital SP2 8BJ  
01722 429359

## How can I find out more about the law

If you would like to find out more about the Freedom of Information Act 2000 please contact the Information Commissioner:

- [www.ico.gov.uk](http://www.ico.gov.uk)
- Telephone: 01625 545 700.

## Contact details

For a copy of the publication scheme, either go to the website

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

or write to:

The Head of Clinical Governance, Salisbury District Hospital, Salisbury, Wiltshire, SP2 8BJ  
Salisbury District Hospital, Salisbury, Wiltshire, SP2 8BJ

## **Background**

The Freedom of Information Act 2000 aims to ensure that public authorities, such as NHS Trusts, are open in the way that they conduct their business.

## **Information we publish**

We have developed a Publication Scheme, which details all of the information we routinely publish, such as information on what the organisation does and our policies and processes. If you would like a copy of the Scheme please see the contact section on the back of this leaflet.

## **Accessing other information**

If you have a simple question you would like answered, contact the Patient Advice & Liaison Service who will help you.

If you would like to see information or documents we hold about things of interest to you, which we do not routinely publish, then you have a right to make a request.

If you want to make a request, it must be made in writing or email. Please see the contact section on the back of this leaflet for who to send requests to.

If you are unsure what information we may have about the topic you are interested in, please contact us to discuss what you want (contact details overleaf).

## **What happens when a request is made**

We will check to see what information we hold that relates to your request.

If we do not have any information relevant to your request