

FREEDOM OF INFORMATION

The Freedom of Information (FOIA 2000) Act gives members of the public a general right to ask for information that is held by public sector organisations. The Company recognizes its responsibility to provide the general right of access to information held.

You can make a request to us by sending an email to the Information Governance Manager at solent.medical-information@nhs.net or by post to Solent Medical Services, Newtown Clinic, 24-26 Lyon Street, Southampton, SO14 0LX

Requests for information will be provided within 20 days following receipt of the request

If we decide not to disclose the information that has been requested, you are entitled to know why. We will inform you of the relevant exemption being relied upon for refusal to disclose the information required.

If you make a request under the FOI Act and you are not satisfied with our response, you are entitled to request an internal review. In these cases please either email or write to the address above. Please include

- Your name
- Address
- An explanation of what you would like us to review from our original response.

We aim to handle all internal reviews within 20 working days. However, if the review involves complex issues that require further investigation, we aim to handle these within.

Complaint to ICO

If your review is not resolved to your complete satisfaction, you have the right to apply to the Information Commissioner. The Information Commissioner's Office can be contacted by a letter setting out your concerns to:

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF.