

FOI 0445/2024 Response

1. Please I have a copy of your Data Governance policy for the Trust?

Clarification: On point 1 yes. Your data protection confidentiality policy. How is your Trust meant to govern (look after) patient data.

Please see the attachments and note that the Confidentiality Policy has been redacted.

This therefore means that staff member's names and signatures have been removed, as we do not routinely release personal information for those below a band 8c role.

The Trust therefore rely on exemption Section 40 of the Freedom of Information Act 2000, to deny this aspect of your request.

2. Please can you also forward on any additional documentation / guidelines within the Trust for medical practitioners in writing patient medical notes.

Clarification: On point 2, I'm not sure what a 'care records policy' is? But that does sound like the document I am looking for. Does this document contain guidelines on what should be written in notes and what should not? If so, please can I have a copy of this? Your medical teams must have training on this.

Please see the attachments and note that Trust staff members would have clinical training to know what is clinically appropriate and relevant to enter into a patient's record.

Please also note that the Care Records Management Policy has been redacted.

This therefore means that staff member's names and signatures have been removed, as we do not routinely release personal information for those below a band 8c role.

The Trust therefore rely on exemption Section 40 of the Freedom of Information Act 2000, to deny this aspect of your request.