

## **FOI 0322/2025 Response**

### **Request**

Can you please email me your policy and procedures regarding the timescale for this specific request of obtaining my medical files.

### **Response**

Please find attached the requested information and note that staff members names and signatures have been removed.

This is because we do not routinely release staff member's personal details and therefore rely on exemption Section 40 of the Freedom of Information Act 2000.