



Kent and Medway

NHS and Social Care Partnership Trust

Information Governance & Records Management Department

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Kent
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Sent via email

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Dear Sirs ,

Request for Information

I write further to your request FOI ID 44959 under the Freedom of Information Act 2000 regarding: -

Policies, Guidelines and SOPs

Your request is set out below:

Please could you share a list of ALL your Policies, Guidelines and SOPs

In order to extract the requested information and collate the results would require a manual exercise to identify and review clinical records and would exceed the appropriate time limits, as per the Freedom of Information Act 2000 section 12(1) which does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.

I confirm that the information above completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

Yours Sincerely

On Behalf of
The Information Governance Department

We are proud to be smoke free

Trust Chair – Dr Jackie Craissati
Chief Executive – Sheila Stenson