



Kent and Medway

NHS and Social Care Partnership Trust

Information Governance & Records Management Department

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Dear [REDACTED]

Request for Information

I write further to your request FOI ID 33901 under the Freedom of Information Act 2000 regarding:-

Information Governance & Records Management Structure

Your request is set out below:

1. Job descriptions and Bands for Records management department staff

Please see the attached.

2. Job descriptions and Bands for Access to Records/Info Gov department staff

Please see the attached.

3. Can you also please provide a structure for these teams and how many staff you employ in each team?

Please see the attached.

I confirm that the information attached 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

We are proud to be smoke free

Trust Chair – Dr Jackie Craissati

Chief Executive – Helen Greatorex

The Information Governance Department