



East London
NHS Foundation Trust

Information Governance

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21 July 2020

Our reference: FOI DA3465

I am responding to your request for information received 11 June 2020 which was clarified on 19 June 2020. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Keshia Harvey
Information Governance Manager

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision. If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113
Web: www.ico.org.uk

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Request:

Chair: Mark Lam

Chief Executive: Dr Navina Evans

Question 1. Please advise me who is the current Head Information Governance Officer for the Trust.

Answer: The current head of Information Governance is Chris Kitchener, Associate Director of Information Governance and Data Protection Officer.

Question 2. All versions (current & previous) of the Management of Staff Sickness & Absence Policy & Procedure.

Answer: Please find attached the versions of the Management of Staff Sickness & Absence Policy & Procedure.

Question 3. All Job Descriptions & Personal Specifications for the following roles held by the named individuals:

Mary Foulkes

Laurence Gilks

Sandra Drewett

Tanya Carter

And also Associate Director for Human Resources

Answer: Please find attached job descriptions for Associate Director and Director of Human Resources.

Section 40 of Freedom of Information Act provides an exemption if the information requested is personal data protected by the Data Protection Act. We are therefore exercising our right under Section 40 to not determine which variation of job description refers to which of the named staff members above.

Question 4. A Final Report written by Zenda Butler, Senior Local Counter Fraud Specialist regarding [requester].

Answer: Section 40 of Freedom of Information Act provides an exemption if the information requested is personal data protected by the Data Protection Act. We are therefore exercising our right under Section 40 to not disclose this to you because this is personal information regarding a particular individual.

To obtain a copy of this report, you will need to make a Subject Access Request to: elft.accesstorecords@nhs.net