

Freedom of Information (FOI) request

<p>Purpose</p>	<p>The Freedom of Information Act (2000) is part of the Government's commitment to greater openness in the public sector. It enables members of the public to scrutinise the decisions of public authorities more closely and ensure that services are delivered properly and efficiently</p> <p>This legislation places an obligation on the CCG to make available to anyone certain information that we hold, with some specific exceptions. Access to information can be made through individuals or organisations requesting specific information or by accessing information made available by the public authority through the Publication Scheme, which is a specific part of the organisational website.</p>
<p>Type of information Used</p>	<p>All aspects of recorded information held by the CCG, including (but not limited to):</p> <p>Patient/Client/Service User information of a general, non-personal nature</p> <p>Certain types of Personnel/Staff information, especially where this concerns senior executives and board members</p> <p>Organisational and business sensitive information</p> <p>Structured and unstructured record systems - paper and electronic</p> <p>Photographic images, digital, text or video/audio recordings including CCTV</p> <p>All information systems purchased, developed and managed by/or on behalf of, the organisation</p> <p>Information held on paper, floppy disc, CD, USB/Memory sticks, computers laptops, tablets, mobile phones and cameras</p> <p>Documents and information that have been supplied by other organisations</p> <p>All documents and information created in the course of staff duties (even personal e-mails and potentially including information held on private equipment may fall within the scope of the Act and its Regulations)</p>
<p>Legal basis</p>	<p>The Freedom of Information Act (2000)</p>
<p>How we collect (the source) and use the information</p>	
<p>How long we will keep the information</p>	<p>Review with intention to destroy</p> <p>Closure of request plus 3 years.</p> <p>For appeals, Closure of appeal plus 6 years.</p>
<p>Who we will share the information with (recipients)</p>	<p>Members of the public and the media</p>