

Freedom of Information request 397-17

Request

In accordance with the Freedom of Information Act 2000, please could you provide me with the following information:

- Copy of your information governance structure with bandings
- Copy of your information governance SLA, or equivalent
- Policy for managing SAR and FOI
- Completion of the attached table



IG FOI request.xlsx

If the requested information will exceed the legal time limits, please provide as much of a breakdown as possible (e.g. by quarter, or annual figures).

Response

Please find attached the documentation requested:

- Information Governance Structure



IG Structure.pdf

- Information Governance SLA – NHS Borders do not hold such a document, the fact that we must respond to requests for information within the legislatively prescribed times is effectively our SLA.
- Policies for managing SAR and FOI



Subject Access



SOP_FOI

Request Process V1.7handling_300616_Re

- Attached table:



IG FOI Request -
Complete.xlsx

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to, Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or foi.enquiries@borders.scot.nhs.uk.

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the reference number **397-17** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife.