

19 March 2019

Our Ref: RFI 27442

Dear

**Freedom of Information Act 2000
Information in Relation to Information Governance Policies**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to the above which you requested on 18 February 2019.

A response to the question raised has been provided by the Human Resources and Corporate Affairs Directorate and is detailed in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital (informationgovernance@setrust.hscni.net) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office –Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

Jane McCormick
Information Governance Assistant

- Q1. Can you please post to me asap copies of your information governance policies listed on your website:**
- a) Data Protection**
 - b) Freedom of Information Act Policy**
 - c) Freedom of Information Act Procedure**
 - d) Guidelines for Sharing Information**
 - e) Records Management Policy**
 - f) Confidentiality**
 - g) ICT Security Policy**
 - h) Email Management**
 - i) Use of Internet**
 - j) Transferring Personal Information**
 - k) Subject Access Requests and Social Services Records**
- A1. Please see attached the following Trust documents:
- a) Data Protection Policy Statement (Policy Code: SET/Gen (146) 2016)
 - b) Freedom of Information (FOI) Act 2000 Internal Review Policy & Procedure (Policy Code: SET/Gen (40) 2018)
 - c) Processing Freedom of Information (FOI) Requests (Policy Code: SET/Gen (16) 2017)
 - d) Guidelines for Sharing Information
 - e) Records Management Policy (Policy Code: SET/Gen (108) 2014)
 - f) Code of Practice on Protecting the Confidentiality of Service User Information (Policy Code: SET/Gen (145) 2016)
 - g) ICT - Security Policy (Policy Code: SET/Gen (115) 2015)
 - h) ICT - Email Management Policy (Policy Code: SET/Gen (12) 2018)
 - i) ICT - Internet Usage Policy (Policy Code: SET/Gen (142) 2016)
 - j) Transferring Personal Information Policy & Procedures (Policy Code: SET/Gen (44) 2019)
 - k) Procedure for processing Subject Access Requests (Procedure Code / Reference No.: IG/P02)