

02 March 2020

Our Ref: RFI 33416

Dear

**Freedom of Information Act 2000
Information Requested in Relation to the Trust's Organisational Structure**

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 4 February 2020.

The Freedom of Information Act 2000 legislation does not require the Trust to provide information which is already available in a form accessible by the public. The information you requested is available on the Trust website, link provided below:-

http://www.setrust.hscni.net/pdf/Organisational_structure_4.10.19.pdf

If you do not have access to the internet at home, you may be able to use facilities at your local public library, or you can request a paper copy by contacting me.

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.



Victoria Smith
Information Governance Manager