

Information Governance

5 March 2020

**Our Ref:** RFI 33579

Dear

**Freedom of Information Act 2000 or  
Environmental Information Regulations 2004**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to \*\*\*\*\* which you requested on 14 February 2020.

*A response to each of the questions raised has been provided by the \*\*\*\*\* Directorate and is attached in Appendix A.*

*In accordance with the Freedom of Information Act 2000 this letter acts as a Refusal Notice.*

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](mailto: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

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**Jane McCormick**  
**Information Governance Assistant**