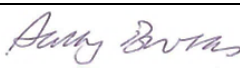


Standard Operating Procedures (SOP) for:			
Freedom of Information Act Requests			
SOP Number:	32	Version Number:	5.0
Effective Date:	14th August 2017	Review Date:	14th August 2019

Author:	Marie-Claire Good, Research Governance and GCP Manager
Reviewer:	Robert Hughes, GCP Manager
Reviewer:	Paul Smallcombe, Records and Information Compliance Manager

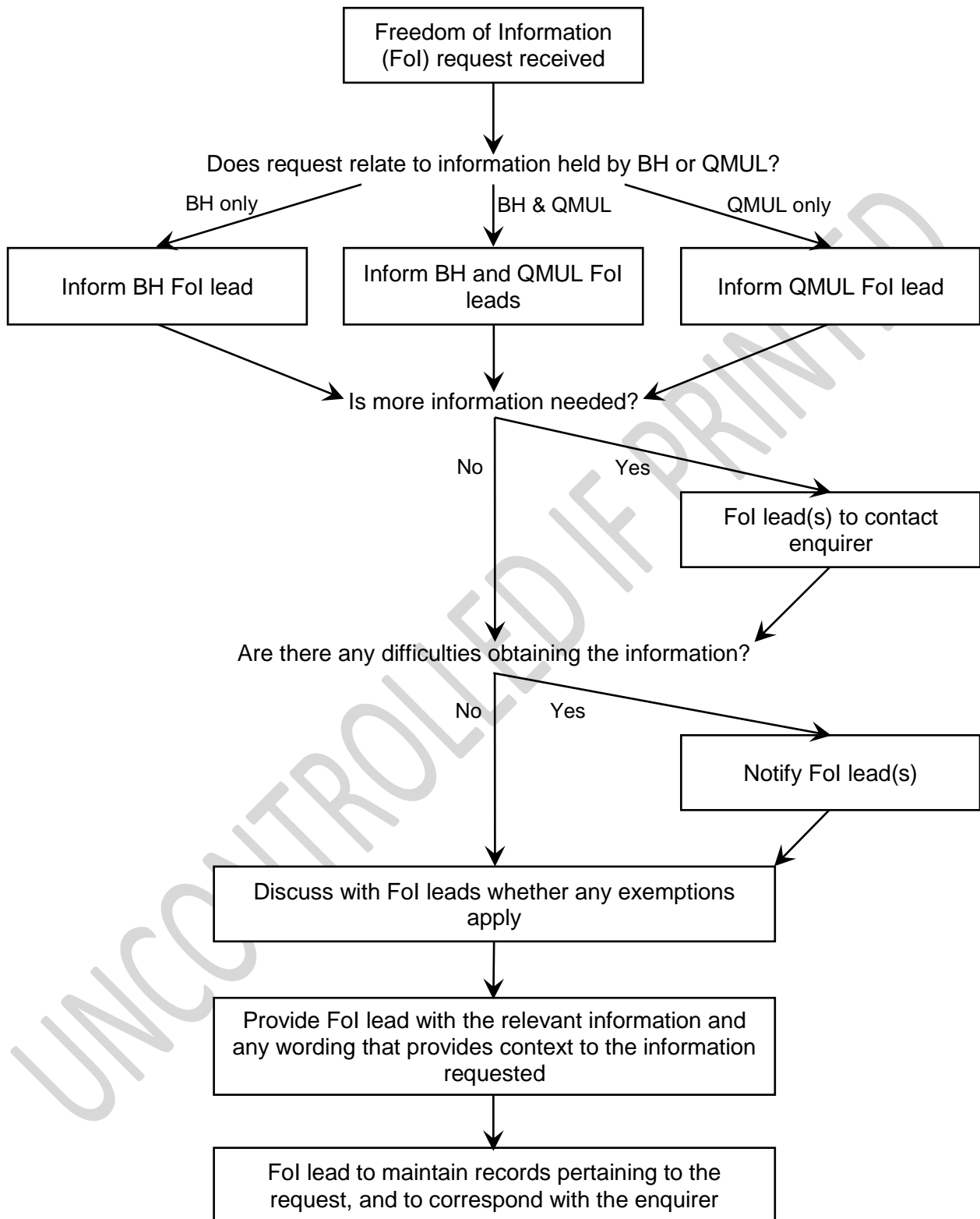
Authorisation:	
Name/Position:	Sally Burtles, Director of Research Services and Business Development
Signature:	
Date:	1st August 2017

Purpose and Objective:	
To define the process for processing requests for information under the Freedom of Information (Fol) Act 2000.	
Scope:	
Freedom of Information (Fol) requests relating to research matters which are received by the Joint Research Management Office or received by Barts Health NHS Trust or Queen Mary University of London and delegated to the Joint Research Management Office.	
Abbreviations:	
BH	Barts Health NHS Trust
Fol	Freedom of Information
GCP	Good Clinical Practice
JRMO	Joint Research Management Office
NHS	National Health Service
QMUL	Queen Mary University of London
Definitions:	
None.	
Relevant SOPs:	
No JRMO SOPs are directly related to this SOP.	

SOP Text:		
	Responsibility	Activity
1.	Research Governance & GCP Manager / appropriate Team leader (as appointed by relevant Operations Manager)	<p>When a Fol request is received, identify the appropriate Trust and/or QMUL Fol lead and inform them of the request.</p> <p>Receive a Fol request in writing either directly or from the central Fol lead.</p> <p>If received directly, identify whether the request relates to information held or owned by the Trust or QMUL and ensure request is logged with the appropriate Fol lead. If it is unclear where responsibility falls, inform both the Trust and QMUL Fol leads.</p>

		<p>If a FoI is received and it relates to a different organisation the FoI lead should either transfer the request or inform the requester to redirect their request to the other organisation.</p> <p>foi@bartshealth.nhs.uk foi-enquiries@qmul.ac.uk</p>
2.	Research Governance & GCP Manager / appropriate Team leader (as appointed by relevant Operations Manager)	<p>Ascertain whether clarification is required and, if so, advise the FoI lead.</p> <p>Ensure the request is clear and that no further information is required from the enquirer. If clarification is needed, advise the FoI lead and await clarification before progressing.</p>
3.	Research Governance & GCP Manager / appropriate Team leader (as appointed by relevant Operations Manager)	<p>Identify the location of the information and inform the FoI lead if there are difficulties in obtaining it.</p> <p>Identify whether relevant information is held or could be gathered from various sources and advise the FoI lead; provide information to the FoI lead.</p> <p>Advise the FoI lead if there are any difficulties with locating, retrieving or collating the requested information and the reasons for this (e.g. having to review many manual files).</p>
4.	Research Governance & GCP Manager / appropriate Team leader (as appointed by relevant Operations Manager)	<p>Consider whether exemptions may apply to releasing the information, and if so, inform the FoI lead.</p> <p>Consider the requested information for the following points and inform FoI lead:</p> <ul style="list-style-type: none"> - Does the information contain any personal information or data? (s.40) - Would any section of the information cause commercial prejudice to any party if disclosed? (s.43) Consultation may be required with third parties; FoI lead will advise. - Is the information scheduled to be published in the near future? (s.22) - Would disclosure cause risks to the health and safety of patients or the general public or any other individual? (s.38) - Are there any other concerns or issues regarding disclosure of the information? <p>This list is not exhaustive and the FoI lead will advise on whether any exemptions apply.</p> <p>Some exemptions are subject to a public interest test, which can overrule the use of an exemption even where it applies. The FoI lead can advise.</p>
5.	Research Governance & GCP Manager / appropriate Team leader (as appointed by relevant Operations Manager)	<p>Provide the FoI lead with relevant information and any forms of words necessary to provide context or explanation to the information.</p>
6.	Trust / QM FoI Lead	<p>Correspond with all relevant parties and maintain records regarding the FoI request.</p> <p>Correspond with requester and third parties where appropriate / necessary, and send final response. Log all records to do with the request.</p>

Flow Chart



Change Control

This section outlines changes from version **4.0** to version **5.0**

Section Changed	Summary and Description of Changes
All	Minor changes for further clarification, corrections to grammar / spelling, etc.

List of Appendices

There are no appendices associated with this SOP.

List of Associated Documents

There are no associated documents associated with this SOP.

UNCONTROLLED IF PRINTED