

Date: **16 May 2019**

Our reference: **FOIRQ5193**

Dear Sir/Madam,

Thank you for your request for information processed under the Freedom of Information Act 2000. Please see our response to your request below:

**Your Request and Our Response (in bold)**

*Please could I request the following:*

1. *A copy of the Information Governance Team Structure Chart? **Attached is a copy of the 'Information Services' organisational chart, which includes the Information Governance (IG) function.***

*Too include the FOI Team structure Chart? **The FOI Team consists of 1 x Clinical Governance & Compliance Manager; 1 x FOI Coordinator; and 1 x FOI Administrator.***

**Please note: The FOI Team does not form part of the Information Services Department.**

2. *Could I also have a copy of your Information Governance Policy? **Attached is a copy of the current IG policy used at the time of receiving your request for information.***

**Please note: A new version of the policy is currently being updated and is therefore exempt under Section 22 (1) of the Freedom of information Act 2000, which states that:**

***“the information is held by the public authority with a view to its publication, by the authority or any other person, at some future date (whether determined or not)”.***

**The Trust intends to publish a new version of the policy as soon as the work is completed and approved; which is expected to be June 2019.**

**Please note:**

The information provided under the Freedom of Information Act 2000 is the information held on the date the request was received by the Trust.

I trust the information provided is sufficient and helps to answer any concerns, questions or issues you may have. If you should have any further queries related to this request, please do not hesitate to contact the FOI Team. Please ensure that the above reference number is quoted on any correspondence.

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Yours sincerely

**Freedom of Information team**

Great Ormond Street Hospital for Children NHS Foundation Trust  
Email: [foiteam@gosh.nhs.uk](mailto:foiteam@gosh.nhs.uk)

**[Enclosed – Your rights – see next page]**

### **Your Rights**

If you are not dissatisfied with the response you have received to your request for information, please contact the FOI team and quote your reference number on all correspondence relating to your request.

You can also write to the Head of Quality & Safety at the following address:

Quality & Safety team  
Great Ormond Street Hospital  
LONDON  
WC1N 3JH

If you are still not satisfied with your response, you also have the right to appeal to the Information Commissioner.

You can contact the Information Commissioner's Office at the following address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF