

Dear Sir/Madam

Thank you for your Freedom of Information request concerning FOI TEAMS.

The Trust can provide the following information:

Can you please provide me with an organisational structure showing where your Freedom of Information team sits and a list of all staff within the department. I also request the job title and salary band for each member of staff who deal with the administration of FOI requests.

The FOI Team sits within the Information Governance Department- which at current time is within the Risk Department.

Information Governance Manager (Deputy Caldicott Guardian) –Michael Dunne- Band 7

Information Governance Administrator (FOI Lead) - James Cook- Band 4

How do you record the FOI requests, what IT system do you use?

FOI request are recorded onto an Excel Spread-sheet as well as responses uploaded onto the Trust websites

If you have any queries about this response please contact the information governance manager at [foi@homerton.nhs.uk](mailto:foi@homerton.nhs.uk) , in the first instance. If, following that, you still have any concerns, you may contact the Information Commissioner either by letter, FOI/EIR Complaints resolution, Wycliffe House, Water Lane, Wilmslow, Cheshire SM9 5AF, or by email [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) to take them further.

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Yours sincerely

James Cook  
Information Governance Administrator

Mike Dunne  
Information Governance Manager/Deputy Caldicott Guardian

*Incorporating hospital and community health services, teaching and research*

