



18 September 2017

Information Rights & Compliance Team
99 Waverley Road
St Albans
Hertfordshire
AL3 5TL

Tel: 01727 804954
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Our Ref: FOI 2686

Thank you for your request concerning Subject Access Requests (SARs) and Freedom of Information Requests (FOIs)

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

1. Please could you provide me with the following information:

- **Copy of your information governance structure with bandings**
Please see attached.
- **Copy of your information governance SLA, or equivalent**
Our Information Rights & Compliance Team is internal so we do not have a service level agreement.
- **Policy for managing SAR and FOI**
Please see attached our SAR and FOI policies.
- **Completion of the attached table**
Please see attached.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Sue Smith

Sue Smith
Information Rights Officer

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

