



19 March 2019

Information Rights & Compliance Team
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Our Ref: FOI 3185

Thank you for your request concerning our Transfer and Discharge Policy.

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

- 1. I would like a copy of the internal document which I believe is called "Transfer and Discharge Policy" and any other policy document which describes the procedure for discharge from CMHT and/or transfer to another trust.**

Please see attached our latest Transfer and Discharge Policy.

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](#).

