

3 October 2023

Information Rights & Compliance Team  
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Our Ref: FOI/04875

Thank you for your request concerning HPFT News.

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

**The trust (HPFT) publish a weekly "HPFT News" document to trust staff.**

- 1. Please can you provide copies of HPFT News issued between the period 1 November 2015 and 31 July 2017.**
- 2. During this period if no weekly HPFT News was issued, please provide the dates.**

Between 1 November 2015 and 31 July 2017, we did not create/issue HPFT News. During this time frame our Communications Department distributed HPFT Highlights weekly through email.

As per our email retention schedule these emails are no longer held<sup>1</sup>.

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](#).



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<sup>1</sup> Section 1(1) Any person making a request for information to a public authority is entitled (a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and (b) if that is the case, to have that information communicated to him.