

FOI 3811

4th June 2026

FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST

Question 1: I would be grateful if you could clarify how the Trust handles correspondence relating to Freedom of Information requests where an applicant identifies elements of their original request that have not been addressed in the response.

Specifically:

1. In such circumstances, under what conditions would this correspondence be treated as:

- a) a continuation of the original request, or**
- b) a new request with a new reference number and statutory deadline**

Response:

Applicants have the right to request an internal review if they are unhappy with the response to their FOI request. Applicants are advised of this right in cover letter issued in response to their request.

No recorded information is held in relation to your query about the conditions under which the correspondence would be treated as a continuation of a new request, or a new request.

Question 2. Please provide any internal guidance or procedures used to make this determination

Response:

No recorded information held.

Question 3. Please set out the rationale used by the Trust when deciding to log such correspondence as a new request rather than completing the original request

Response:

No recorded information held.

Question 4. Where this occurs, please confirm how the original request is recorded for reporting or audit purposes (e.g. completed, partially completed, or otherwise)

Response:

No recorded information held.

Question 5. Please confirm whether any linkage is maintained between the original and any subsequent requests for tracking or audit purposes

Response:

No recorded information held.

Question 6. Please confirm whether the Trust considers this approach to be consistent with its duty under Section 16 of the Freedom of Information Act 2000

Response:

No recorded information held

Question 7. Please confirm whether the Trust has regard to any Information Commissioner's Office guidance when making these determinations

Response:

No recorded information held

Question 8. Please confirm whether the Trust holds any recorded information on the impact of this approach on overall response times for applicants

Response:

No recorded information held

Please note - The Freedom of Information Act provides a right of access to recorded information held by public bodies. It does not require organisations to create new information, give explanations, or provide comments, opinions, or interpretations that are not already recorded.