

Ref: FOI/GS/ID 8045

Please reply to:
FOI Administrator
Trust Management
Maidstone Hospital
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Maidstone, Kent
ME16 9QQ
Email: mtw-tr.foiadmin@nhs.net
www.mtw.nhs.uk

14 March 2023

Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to Structure of Medical Records and Access to Records Departments.

You asked: All questions are shown as received by the Trust.

Can you please provide the following information:

- 1 - Job descriptions and Bands for Records management department staff*
- 2.- Job descriptions and Bands for Access to Records/Information Governance department staff*

Can you also please provide a structure for these teams and how many staff you employ in each team?

Trust response:

1. Please find below the links to the Health Records Team. These documents are also attached to this email.



2. Please find below the links to the Information Governance Team. These documents are also attached to this email.



Head of IG JD
(1).pdf



Information
Governance Officer

Structure chart:

Under Section 21 of the Act we are not required to provide information in response to a request if the information is already reasonably accessible to you. The information you requested is available from the trust website using the following link/s: <https://www.mtw.nhs.uk/freedom-of-information/> the link should take you to the Freedom of Information page where the information can be found at the bottom of the page.

Alternatively, from our website home page, click the Freedom of Information Tab, and information can be found at the bottom of the page.

This information will be updated on a regular basis and further more detailed information will not be released under Section 40 of the Act.