

**Information Governance**

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Ref: FOI2017/4015

Date Received: 18<sup>th</sup> June 2017  
Response Due: 16<sup>th</sup> July 2017

13<sup>th</sup> July 2017

Dear

**INFORMATION REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2000**

We are now pleased to respond to your request for information under the FOI Act.

*Under the Freedom of Information Act, could you please provide a list of nursing staff employed by your trust, with full name, speciality, department and hospital/organisation location?*

Unfortunately has the system we use to record this information does not function on a real-time basis the data extracted could contain inaccuracies, therefore to provide you with the correct data would entail manual extraction.

**Refusal Notice.** The information that you have requested is exempt under Section 12 of the Freedom of Information Act because it will take more than 18 hours to retrieve and extract the relevant information.

12. — (1) Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.

Regulation 4(3) of the Fees Regulations states that a public authority can only take into account the costs it reasonably expects to incur in carrying out the following permitted activities in complying with the request:

- ☐ determining whether the information is held;
- ☐ locating the information, or a document containing it;
- ☐ retrieving the information, or a document containing it; and
- ☐ extracting the information from a document containing it.

All public authorities should calculate the time spent on the permitted activities at the flat rate of £25 per person, per hour.

This means that the appropriate limit will be exceeded if it would require more than 18 hours work for all public authorities.

If you are not satisfied with this response please do not hesitate to contact the Information Governance Department at the address above or on email: [foi@wwl.nhs.uk](mailto:foi@wwl.nhs.uk). If we do not hear from you within 28 days we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Andrew Foster', written in a cursive style.

Andrew Foster  
Chief Executive

PLEASE NOTE:

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If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, Wrightington Hospital, Hall Lane, Appley Bridge, Wigan, WN6 9EP

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally the ICO cannot make a decision unless you have exhausted the complaints procedure at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF