



**Information Governance**

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Ref: FOI2018/4882

Date Received: 20<sup>th</sup> August 2018  
Response Due: 18<sup>th</sup> September 2018

13<sup>th</sup> September 2018

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.

You asked:

*I am writing to request under the freedom of information act any/all copies of administrative correspondence, letters and/or any other documentation including minutes of meetings etc. that mention or relate to:*

*HIV / AIDS or Hepatitis, AND, Haemophilia / Haemophiliacs during the period January 1st 1988 – December 31st 1991.*

*Please note that I am NOT requesting patient medical records which would obviously be exempt, but administrative correspondence, letters and/or any other documentation including minutes of meetings etc.*

*Please supply material preferably in PDF format though any format will suffice in the interest of keeping costs / time to a minimum if this is easier.*

To provide this information would require the interrogation of all of the minutes from every meeting held at the Trust during the requested period of time.

The time taken to carry out this process would exceed the time period permitted under the Freedom of Information Act.

**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.

I trust that this information is helpful to you, however if you are not entirely satisfied with this response please do not hesitate to contact the Information Governance Department on 01257 488271. 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,



Rob Forster  
Deputy Chief Executive/Director of Finance & Informatics

**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