



Wrightington, Wigan and Leigh Teaching Hospitals

NHS Foundation Trust

Information Governance Department

Suite 9
Buckingham Row
Brick Kiln Lane
Wigan
WN1 1XX

Email: foi@wwl.nhs.uk

Web: www.wwl.nhs.uk

Ref: FOI/2025/10813

Date Received: 6th June 2025

Response Due: 4th July 2025

Date: 4th July 2025

Dear Sir/Madam

With reference to your request for information received on 6th June 2025, I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below.

In your request you asked:

I am writing to request information under the Freedom of Information Act 2000.

After reviewing your website and other publicly available information, I have not been able to identify the appropriate contact details for third parties (such as suppliers or service providers) to send formal legal correspondence to your organisation.

Please could you confirm the following:

- 1. Whether your organisation has one or more specific teams, departments, or named individuals responsible for receiving formal legal correspondence from third parties.**

Each department may receive their own legal correspondence however it would be forwarded to the WWL Legal Services Department.

- 2. The relevant postal address(es), email address(es), and telephone number(s) that such correspondence should be directed to. If responsibility differs by type of issue (e.g. contractual, procurement-related, legal) or by region, please provide the details for each as applicable.**

Legal Services Department,
Trust Headquarters (Trust HQ),
Royal Albert Edward Infirmary
Wigan Lane
Wigan
WN1 2NN

The Trust does not routinely give out email addresses and direct telephone numbers of staff members, as large numbers of unsolicited emails/telephone calls, could cause disruption by blocking email accounts/telephone lines thus preventing true work-related emails/calls from being delivered. However, any of the our staff can be contacted via main switchboard on 01942 244000.

3. If this information is already published, please confirm where it can be found.

PALS and Switchboard contact details can be found on the Trust website at <https://www.wwl.nhs.uk/pals> and <https://www.wwl.nhs.uk/>

If you are not entirely satisfied with this response, please do not hesitate to contact the Information Governance Department via the email address provided. If we do not hear from you within 40 days, we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Sanjay Arya
Medical Director

PLEASE NOTE:

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, Suite 9, Buckingham Row, Brick Kiln Lane, Wigan, WN1 1XX.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

Helpline number: 0303 123 111