

Information Governance

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23 July 2018

Our ref: 18190114

Dear

Request for Information: Freedom of Information Act

Thank you for your email of 2 July, making a request for information under the Freedom of Information Act. You requested the following information and the Trust is able to provide the information below in response:

Request:

I am writing to please request any and all information that the trust has regarding widening access to training schemes.

Including any processes for refunds and any information applied for and provided by HMRC

Please let me know the best way to gain this information

Response:

The Trust does not have recorded information available but is able to provide assistance to individuals via the Learning and Development Department and Medical Education which will include advice and assistance from Payroll Services with respect to HMRC and refunds for instance. Universities are also able to assist applicant if application or current study on a course is underway.

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 me and I will ensure the decision is reviewed. The Trust will consider undertaking a review if requested to do so within 40 working days of the date the response is received by the applicant, and will apply discretion if a longer period of time has passed.

Should you wish to make a complaint as a result of the outcome of such a review, you may apply directly to the Information Commissioner's Office (ICO) for a decision.

Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust for Fol Act matters.

The ICO can be contacted at:

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

Please contact me if there are any further queries.

Kind regards,

Yours sincerely,

Mark Underwood

Head of Information Governance