



## How to make a request under the Freedom of Information (FOI) Act

- a. **Obtaining information within the FOI Publication Scheme.** You'll find the information that we routinely make available as part of our Publication Scheme on our website – [www.westeritrust.hscni.net](http://www.westeritrust.hscni.net). Most of it will be downloadable. We provide contact details for information that is not downloadable or to use if you are unable to download information. In this case, we are obliged to provide you with that information within 5 working days of your request being received in the Trust. You must make your request in writing. An email request is acceptable.
  
- b. **Obtaining information not contained within the Publication Scheme.** You have a right to request information that is not contained within the Publication Scheme and unless it falls under one of the exemptions contained within the FOI Act, we are obliged to provide it to you. In this case, we have 20 working days in which to provide the information. Again, requests must be in writing, including email. In order to obtain information outside the Publication Scheme, you should write to:

Mrs S M Dunne  
Senior Manager (FOI)  
Trust HQ  
Altnagelvin Area Hospital  
Glenshane Road  
Londonderry  
BT47 6SB

or email [foi.request@westeritrust.hscni.net](mailto:foi.request@westeritrust.hscni.net)

Further information is available in the Trust's FOI information leaflet, which is downloadable from the website or available from the above address.