

**Freedom of Information Request**

**Ref: 25-236**

28 April 2025

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

- We can confirm that we do hold the information you are requesting
- **Who holds trust wide responsibility for the maintenance of procedures and policies?**  
Policy administrator

**o What is their name and email address?**

Under Section 40(2) of the Freedom of Information Act, relating to a breach of Principle 1 of the Data Protection Act we are required to judge as to whether the disclosure of the information of less senior staff would be fair and reasonable to our employees. Guidance issued by the Information Commissioner states that this exemption will commonly apply to "lists and directories of staff" and we do not believe that disclosing names and contact details to a third party would be fair or reasonable; therefore we are withholding this information at this time.

- **What digital tools does the trust use for the staff to reference these procedures and policies? - ie – intranet**  
Intranet

**• How does the trust record that staff have read and comply with the procedures and policies?**

The Trust uses its Learning Management System to induct staff to the Trust and to record compliance to Trust induction. The welcome session of this induction includes the sign-posting of Trust intranet and accessing policy documents; the local induction workbook -requiring completion via the Learning Management System - contains a local induction checklist document which further references the intranet and policy access information.

**• Which tools are used for on-boarding new staff in relation to reading procedures and policies?**

The Trust uses its Learning Management System to induct staff to the Trust and to record

compliance to Trust induction. The welcome session of this induction includes the sign-posting of Trust intranet and accessing policy documents; the local induction workbook -requiring completion via the Learning Management System - contains a local induction checklist document which further references the intranet and policy access information.

• **How do the heads of department monitor that clinical and non clinical staff have read/understood mandatory procedural updates?**

Training compliance is monitored regularly.

• **How many staff have accessed your NHS Intranet in the past year?**

We do not hold this information.

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Data Protection Officer  
University Hospitals Bristol and Weston NHS Foundation Trust  
Trust Headquarters  
Marlborough Street  
Bristol  
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

**Freedom of Information Team**

**University Hospitals Bristol and Weston NHS Foundation Trust**