

Freedom of Information Request

Ref: 25-460

24th June 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

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

The main office address is published on our website and is Trust Headquarters, Marlborough Street, Bristol, BS1 3NU. Correspondence can be sent there and will commonly be addressed either to the Legal Team or the Chief Executives Office. This is our equivalent to a registered office for a company. Often, someone wishing to send formal legal correspondence will have an existing point of contact at the Trust or may, through an earlier process, have been given email contact details for a specific individual or the Trust's legal team which is legal@uhbw.nhs.uk. It very much depends on the facts and background to the correspondence. For other types of legal correspondence, for example, a contractual claim, the relevant address for notices will be documented in the contract itself.

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.

See above. We do not have regional differences.

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

The address for the Trust's Headquarters is published on the website. [UHBW NHS - Choose which hospital to contact](#)

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