



East London
NHS Foundation Trust

Information Governance

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LU1 2PJ

Email elft.foi@nhs.net

Website: <https://www.elft.nhs.uk>

6th July 2022

Our reference: FOI DA4254

Mary Olubi

Email: mary.olubi@nhs.net

Dear Mary,

I am responding to your request for information received **27th June 2022**. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Shuchi Joshi

Senior Information Governance Coordinator – Information Rights

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision.

If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliff House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113
Web: www.ico.org.uk

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Chief Executive: Paul Calaminus
Interim Chair: Eileen Taylor

Request:

Question 1: The team or department structure for Information Governance, Records and FOI team

Answer: Please see attached Appendix A – IG team structure

Question 2: Job descriptions with agenda for change band for:

- **Information Governance Manager**
- **Head of Information Governance**
- **Records Manager**
- **FOI Manager**

Answer: Please note that from the above list, the team only has and Information Governance Manager. Please see attached Appendix B – IG Manager Job Description.