

## **Rights of Access to Information**

The Freedom of Information Act recognises that, as a member of the public, you have the right to know how public services such as the NHS are organised and run, how much they cost and how you can make complaints if you need to. You have the right to know which services are being provided, the targets that are being set, the standards of services that are expected and the results achieved.

At the present time, in addition to accessing the information identified in this Publication Scheme, you are entitled to request information about the Oxford Radcliffe Hospitals NHS Trust under the NHS Openness Code 1995. Copies of the NHS Openness Code 1995 are available free of charge from <http://www.dh.gov.uk/nhsexec/codemain.htm>, hard copies are also available from:

**Department of Health**  
**PO Box 777**  
**London SE1 6XH**  
**Telephone: 08701 555455**

From January 1<sup>st</sup> 2005, individual rights of access to information become available under Section 1 of the Freedom of Information Act 2000. From this time you will have a right to be told whether the Oxford Radcliffe Hospitals NHS Trust holds the information you have asked about and, if so, to have that information disclosed. Sometimes, some or all of the information you ask for cannot be provided. If this happens, we will explain the reasons why.

Under the Data Protection Act 1998, you are also entitled to access your clinical records or any other personal information held about you. To do this you will need to complete a Subject to Access Request form, which is available from:

**Health Records Manager**  
**Level 0**  
**Oxford Radcliffe Hospitals NHS Trust**  
**Headley Way**  
**Headington**  
**Oxford OX3 9DU**

Under the Data Protection Act 1998 (Fees and Miscellaneous Provisions), Regulations 2001, the maximum fee that can be charged for providing copies of health records held on computer is £10. The maximum charge for copies of manual records (held by us on paper, including photographs and x-rays), or a mixture of manual and computer records, is £50.

Please be specific if possible about the dates of treatments for which you are requesting records.

Environmental Information Regulations were introduced in 2005. These will enable similar access to environmental information, as under the Freedom of Information Act 2000.