



**Kent and Medway**  
NHS and Social Care Partnership Trust

Information Governance & Records Management Department

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Sent via email

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Dear [REDACTED]

### **Request for Information**

I write further to your request FOI ID 51680 under the Freedom of Information Act 2000 regarding: -

Access to Records Policy

Your request is set out below:

- Please can I request a copy of your Access to Records Policy for Employees?

**Please find attached the Sharing Personal Information Policy.**

I confirm that the information above completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

Yours Sincerely

On Behalf of  
The Information Governance Department

**We are proud to be smoke free**

Trust Chair – Dr Jackie Craissati  
Chief Executive – Sheila Stenson