



**GIG  
CYMRU  
NHS  
WALES**

Bwrdd Iechyd Prifysgol  
Abertawe Bro Morgannwg  
University Health Board

## **THE FREEDOM OF INFORMATION ACT (FOIA) 2000**

### **THE ACT**

The Freedom of Information Act 2000 gives public right of access to a variety of records and information held by public bodies. This comes into force on 1<sup>st</sup> January 2005 and can relate to any information subject to certain exemptions.

### **THE PUBLICATION SCHEME**

Implementation of the Act began in October 2003 when all public bodies were required to make their 'Publications Schemes' available. Abertawe Bro Morgannwg's Publication Scheme contains general information about the organisation and specifies the information that is readily available to the public.

The ABM University Health Board Publication Scheme is available on the website at:

<http://www.abm.wales.nhs.uk>

A paper copy is available from the Freedom of Information Co-ordinator at ABM University Health Board, Headquarters, One Talbot Gateway, Baglan, Port Talbot, SA12 7BR. Tel 01639 683348, email [FOIA.Requests@wales.nhs.uk](mailto:FOIA.Requests@wales.nhs.uk)

## **KEY RIGHTS AND OBLIGATIONS UNDER THE FOI ACT 2000**

### **The Applicant**

- has the right to make a written request for information (by letter or email) providing a name and address so that the Health Board can reply
- has the right to be informed in writing if the information being sought is available

### **The Health Board**

- has a duty to provide reasonable advice and assistance to anyone making a request
- must aim to respond within 20 working days and keep the applicant informed if this cannot be met
- does not have to release information if there is a provision in the Act conferring an absolute exemption
- must consider releasing information in the public interest if applicable
- where practicable, should supply the information requested, in the format requested
- is not obliged to comply with a request if the costs involved exceed the upper fees limit
- if refusing a request, must tell the applicant why and state which exemption is being relied on
- must maintain an up-to-date Publication Scheme and publish information in accordance with this Scheme

## **RESPECTING AN INDIVIDUAL'S RIGHT TO CONFIDENTIALITY**

The Freedom of Information Act does not change the rights of individuals, whether they are patients or members of staff, to expect that the personal information that the Health Board holds about them is protected. Maintaining the legal right of confidentiality of all personal information continues to be an important commitment for the Health Board.

### **OUR COMMITMENT TO YOU**

- To be as open as we can be in relation to the work we do
- To do our best to provide you with any information you are seeking
- To work within the required timescales
- To refer any complaints about release of information for Internal Review by someone who is independent of the original decision.

If you remain dissatisfied, you can refer any concerns you may have to the Information Commissioner at :

Information Commissioner's Office – Wales  
Cambrian Buildings  
Mount Stuart Square  
Cardiff  
CF10 5FL

Telephone: 029 2044 8044

**e-mail: [wales@ico.gsi.gov.uk](mailto:wales@ico.gsi.gov.uk)**