



**Cambridgeshire and
Peterborough**
NHS Foundation Trust

Please reply to: Elizabeth House
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Tel. 0800 376775
Email: foi@cpft.nhs.uk
Website: www.cpft.nhs.uk

29th January 2024

Reference number: CPFT FOI F24-552

SENT BY EMAIL

Dear *****

Thank you for your email requesting information under the Freedom of Information Act 2000. Please find the response below as requested.

Your Request

I am making this FOI request to obtain copies of any job descriptions and person specs you have in relation to Health Records.

Our Response

Please refer to the attached Job Descriptions and Person Specifications for our Information Governance Assistant Administrator and Access to Records Administrator posts.

I trust this information meets your needs. If you have any query or concern about the handling of your enquiry then please contact the Trust's Freedom of Information Lead at the address below.

You also have the right of appeal to the Information Commissioner at:

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

Telephone: 01625 545700

Website: www.informationcommissioner.gov.uk

Yours sincerely,



Debbie Smith
Chief Operating Officer

