



HQIP Freedom of Information Policy

The Freedom of Information Act (FOIA) 2000 gives the right of access to the public to any recorded information held by a public authority. This includes drafts, information stored on emails, pictures or video recordings etc. The FOIA is a statutory instrument and public authorities are obliged to respond accordingly under it.

Public authorities are provided 20 working days to respond to a request for information. The first working day of the 20 provided is classed as the first working day after receipt of the request. For example, if a request is received on a Saturday the first working day and therefore 'Day 1 of 20' would be the Monday (unless it was a Bank Holiday in which case it would Tuesday).

There are two types of freedom of information requests which HQIP may receive:

- (i) a request for information relating to the National Clinical and Audit and Patient Outcome Programme (NCAPOP) which would fall under the FOIA as the NCAPOP programme is funded through a public body i.e. NHS England, and
- (ii) a request for information relating to HQIP as an organisation and/or its overall delivery as a charity organisation.

HQIP has an FOI email address (foi@hqip.org.uk) which should be used when escalating an FOI request under both (i) and (ii) categories.

- (i) Information requests relating to the National Clinical and Audit and Patient Outcome Programme (NCAPOP)**

National Clinical Audit and Patient Outcome Programme FOI process

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Ref	Organisation receiving the FOI request	Organisational status under the FOIA	Actions
1	An NCAPOP provider	The NCAPOP provider is a public authority which <u>is subject</u> to the FOIA and has a statutory duty to respond to FOI requests.	<p>a. The provider notifies HQIP (foi@hqip.org.uk) of any requests for information, and forwards copies of such requests, within one working day of receipt. The relevant HQIP commissioning team (AD/PM) should be copied. HQIP will forward the request to NHS England's FOI team (england.foicrm@nhs.net) <i>for information only</i>.</p> <p>b. The FOI request <u>is processed by the NCAPOP provider host organisation in accordance with the FOIA</u>.</p> <p>c. Before responding to any FOI requests providers should consult on the proposed reply with the relevant HQIP AD/PM. Where practicable, providers should allow HQIP at least five working days for HQIP to respond.</p> <p>d. The final decision on disclosure of information under the FOIA will be made by the NCAPOP provider (in accordance with the FOIA).</p>
2	An NCAPOP provider	The NCAPOP provider is not a public authority and <u>is not subject</u> to the FOIA, but holds the information on behalf of a public authority (NHSE) which is subject to the FOIA	<p>a. The provider forwards the request to HQIP within one working day of receipt, using the email address: foi@hqip.org.uk. The relevant HQIP commissioning team (AD/PM) should be copied.</p> <p>b. HQIP sends acknowledgement to the FOI requestor, screens the FOI request, and forwards to NHS England's FOI team (england.foicrm@nhs.net).</p> <p>c. <u>NHS England manages the FOI process</u> in accordance with statutory timescales and coordinates the release (or decline) of information relating to the NCAPOP Programme.</p> <p>d. If a request is made of the NCAPOP provider by NHS England for information to enable a response to the FOI request, the provider will promptly supply all information required. The final decision on disclosure of information under the FOIA will be made by NHS England.</p>
3	HQIP (commissioner)	The commissioning host organisation is not a public authority and <u>is not subject</u> to the	<p>a. HQIP sends an acknowledgement to the FOI requestor, screens the FOI request, and forwards to NHS England's FOI team.</p>

		FOIA, but holds the information on behalf of a public authority (NHSE) which is subject to the FOIA	<p>b. <u>NHS England manages the FOI process</u> in accordance with statutory timescales and coordinates the release (or decline) of information relating to the NCAPOP Programme.</p> <p>c. If a request is made of HQIP by NHS England for information to enable a response to the FOI request, HQIP will promptly supply all information required. The final decision on disclosure of information under the FOIA will be made by NHS England.</p>
4	NHSE (funder)	NHSE as a public authority, <u>is subject</u> to the FOIA, and has a statutory duty to respond to such requests.	<p>a. <u>NHS England manages the FOI process</u> in accordance with statutory timescales and coordinates the release (or decline) of information relating to the NCAPOP Programme.</p> <p>b. If a request is made of HQIP or an NCAPOP provider by NHS England for information to enable a response to the FOI request, HQIP/the provider will promptly supply all information required. The final decision on disclosure of information under the FOIA will be made by NHS England.</p>

Information requests for National Joint Registry (NJR) data

FOI requests for NJR data are handled and logged separately by the NJR team who liaise directly with NHSE's FOI team.

You can email njr@njr.org.uk for more information about NJR's process for dealing with data requests (including FOI requests).

(ii) Information requests to HQIP as an organisation and/or its overall delivery as a charity

HQIP is not a public authority and therefore is not obliged to respond to FOIs. However, HQIP aims to be an open and transparent organisation and therefore will consider and aim to respond to FOI requests appropriately. FOI requests will be dealt on a case-by-case basis. All requests of this nature should be escalated and authorised for sign off by HQIPs Chief Executive Officer.

HQIP is responsible for managing category (ii) FOI requests via foi@hqip.org.uk.