



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)

The audit suppliers commissioned by HQIP to deliver individual National Clinical Audits and Clinical Outcome Review Programmes are primarily non-public authorities. However, the work they are undertaking for the NCAPOP is funded by NHS England which is a public authority. Therefore, audit suppliers are required to forward all FOIs they receive about the work commissioned by HQIP to HQIP. HQIP will escalate the FOI to NHS England's FOI team to coordinate the release or decline the release of information relating to the NCAPOP Programme.

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).

The NHS England FOI team are responsible for managing all category (i) FOI requests within the set deadlines.

(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.