

**Freedom of Information Request****Ref: UHB 17-292**

Date 8 June 2017



Thank you for your request for information under the Freedom of Information Act 2000. The Trusts response is as follows:

**1. How many 2nd Class letters does your Trust send out each year?**

	2 <sup>nd</sup> class letters sent in the last financial year.
Directly from the Trust Print Room	725,646
Via Synertech (3 <sup>rd</sup> Party Contractor who deals with Appointment Letters)	484,415
Grand Total	1,210,061

**2. What franking charge are you paying for 2nd Class letters up to 100g? (Is it the 38p Mailmark rate?)**

	Franking Charge
Directly from the Trust Print Room	(MailMark rate) 38p
Business Mail Advanced (BMA)	48p
Via Synertech (3 <sup>rd</sup> Party Contractor who deals with Appointment Letters)	£0.296

**3. What is the name and email address of your Facilities Manager (or other title) who is responsible for post?**

Contact details for the Trusts senior staff are available from our website:

<http://www.uhbristol.nhs.uk/for-clinicians/gp-handbook/quick-reference-telephone-directory/>

Under Section 40(2) of the Freedom of Information Act, relating to a breach of Principle 1 of the Data Protection Act we are required to judge as to whether the disclosure of the information of less senior staff would be fair and reasonable to our employees.

Guidance issued by the Information Commissioner states that this exemption will commonly apply to "lists and directories of staff" and we do not believe that disclosing names and contact details to a third party would be fair or reasonable; therefore we are withholding this information at this time.

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Trust Secretary  
University Hospitals Bristol NHS Foundation Trust  
Trust Headquarters  
Marlborough Street  
Bristol  
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely,

A large black rectangular redaction box covering the signature area.