

**Request for information under the Freedom of Information Act – 2021.931**  
**Released – 26 August 2021**

Thank you for your email received 20 August 2021 requesting information regarding patient meals.

Please find detailed below a summary of your request, together with our response.

**Summary of your original request:**

***The contact details of the individual with responsible within the organisation for the menu choice and the subsequent delivery of food to patients – possibly the catering manager?***

It is Trust policy to not release names and contact details of staff below Executive Director Level as this constitutes personal information which is exempt under Section 40(2) in conjunction with Section 40(3A)(a) of the Freedom of Information Act 2000 which relates to 'Personal Information'.

An excerpt of the relevant Freedom of Information legislation can be found below:

**Section 40 – Personal information**

(2) Any information to which a request for information relates is also exempt information if—

- (a) it constitutes personal data which does not fall within subsection (1), and
- (b) either the first, second or third condition below is satisfied.

(3a) The first condition is that the disclosure of the information to a member of the public otherwise than under this Act

- (a) would contravene any of the data protection principles, or
- (b) would do so if the exemptions in section 24(1) of the Data Protection Act 2018 (manual unstructured data held by public authorities) were disregarded.

We can confirm that the Executive Director with overall responsibility for catering is Natalie Davies – Corporate Services Director, [natalie.davies1@nhs.net](mailto:natalie.davies1@nhs.net). Natalie can be contacted using the telephone number on this letterhead.

***What software does the organisation use enabling patients to choose their food and the subsequent delivery of the food to the patient?***

Not applicable

***If no software is used please outline the methodology in place for ensuring the patient receives the correct food at the agreed time?***

Paper menu completed by patient and collated to a single menu request to kitchen.

***What software does the trust use to maintain stocks of food ensuring that the patient receives the correct food at the agreed time?***

Chairman John Goulston Chief Executive Paul Bentley

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Not applicable, a manual paper based system is used.