

Chief Executive 2 Franklin Street BELFAST BT2 8DQ

Tel: 028 9536 3863 Email: FOI.BSO@hscni.net

25 November 2020

BY EMAIL

Our Ref: FOI 1321

Dear

Your request for information was received on 24th August 2020 and was dealt with under the terms of the Freedom of Information Act 2000. Please be advised that the Business Services Organisation (BSO) has now completed its search for the information you requested with regards to documentation held by the BSO for the recruitment exercise conducted on behalf of Northern Ireland Ambulance Service (NIAS) for the post of NIAS Hospital Ambulance Liaison Officer

Firstly, please accept my sincere apologies for the delay in providing you with a formal response to your request. I have been informed that a colleague within the BSO Recruitment Shared Services Centre (RSSC) has been in contact with you recently regarding this matter and it is my hope that this conversation will also have been assistance to you regarding this matter.

Please find attached the information that the BSO hold in relation to the information requested.

I hope that the information provided assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter.

In the event that you require a review to be undertaken, you can do so by writing to

Information Governance Manager, 2 Franklin Street, Belfast, BT2 8DQ



If, following an internal review, carried out by an independent decision making panel, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the BSO has complied with the terms of the Freedom of Information Act.

You can contact Information Commissioner at:

Website: <u>www.ico.org.uk</u> **Phone:** 0303 123 1113

Email: casework@ico.org.uk

Post: Information Commissioner's Office

3rd Floor, 14 Cromac Place

Karen Bailey.

Belfast BT7 2JB

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However the Commissioner has the option to investigate the matter at his discretion.

Yours Sincerely,

Karen Bailey

Acting Chief Executive

