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7th December 2018

Liz Perloff
6 Barrier Point
E16 2SB

Dear Liz

Subject Access Request under General Data Protection Regulations

Following your Subject Access Request (SAR) received by the Trust on 8th November 2018 a full investigation was carried out in terms of gathering the relevant information you requested.

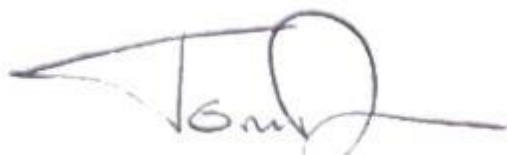
You requested "The document with instructions for the plaster card technician" under a subject access request.

Unfortunately we no longer retain the information you are seeking for the following reason:

This card is not available at the time of this request because in accordance with the DoH [Records Management Code of Practice](#) the minimum retention period for "Request forms that are not a unique record – retention period 1 week after report received by requestor".

If you have any questions or further queries regarding this matter please don't hesitate to contact us.

Yours Sincerely



Tom Davidson
Director of ICT – Data Protection Officer