

Trust Headquarters
Russells Hall Hospital
Dudley
West Midlands
DY1 2HQ

Ref: FOI-072025-0001731

Date:

Address / Email:

Dear

Request Under Freedom of Information Act 2000

Thank you for requesting information under the Freedom of Information Act 2000.

Under the Freedom of Information act (2000), I would like to request information in relation to the following questions:

1. Does the Trust have guidelines on translation and interpreting?
2. If so, please could you share the guidelines/ policy?
3. Does the Trust offer (separate) guidance for multilingual members of staff in regard to translation and interpreting?
4. If so, please could you share the guidelines/ policy?

- Questions 1 to 4 please see attached Policy. For a copy of the policy contact dgft.foi@nhs.net

5. Does the Trust hold a database or record of languages spoken by staff? - **No**
6. Does the Trust employ in-house interpreters? - **No**

If you are dissatisfied with our response, you have the right to appeal in line with guidance from the Information Commissioner. In the first instance you may contact the Information Governance Manager of the Trust.

Information Governance Manager
Trust Headquarters
Russell's Hall Hospital
Dudley
West Midlands
DY1 2HQ
Email: dgft.dpo@nhs.net

Should you disagree with the contents of our response to your appeal, you have the right to appeal to the Information Commissioners Office at.

Information Commissioners Office
Wycliffe House
Water Lane

FOI/REF FOI-

Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
www.ico.org.uk

If you require further clarification, please do not hesitate to contact us.

Yours sincerely

Freedom of Information Team
The Dudley Group NHS Foundation Trust