

This Publication Scheme

In this class we will publish any changes we make to this Publication Scheme, the criteria on which our information management policies are made and a referral point for all enquires regarding information management generally in the Trust. We will also publish any proposed changes or additions to publications already available.

Cost of Information

For the most part, we will charge you only for hard copies or copying onto media (e.g. CD ROM). Some information is available free, but for others there may be a charge. The charges will vary according to how information is made available. Charges are as follows:

- Via the Trust's Web Site - No charge, although any charges for Internet Service provider and personal printing costs would have to be met by the individual
- For those without Internet access, a single print-out as on the website would be available by post from:

The Patient Relations Department

Freeman Hospital
High Heaton
The Newcastle upon Tyne Hospitals NHS Foundation Trust
NE7 7DN

Email: patient.relations@nuth.nhs.uk

- Leaflets and brochures - No charge. A list of these can be obtained from the Patient Relations Department.
- "Glossy" or other bound paper copies, or in some cases a CD Rom, video or other mediums - in some cases a charge may be made.
- e-mail-will be free of charge unless it says otherwise
- Requests for multiple printouts, or for archived copies of documents which are no longer accessible or available on the web, may attract a charge for the retrieval, photocopy, postage etc. We will not provide printouts of other organisation's websites.

The charges will be reviewed regularly.

Optional Class: Archive Deposit

Information about the Trust's Archive Deposit. This optional class does not apply to this Trust.

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