

Date

Email:

Dear,

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI 230305.

You requested the following information, please also see our response below:

***Under a foi can we have all the video, transcripts and notes in chat taken by or placed on Microsoft teams and note takers notes, minutes and signed as a true and accurate reflection from January 01 2022 through to 04/03/2023 for JPF.***

### **Minutes**

All approved JPF minutes are available to staff on SECamb's zone: [Joint Partnership Forum \(sharepoint.com\)](#). Minutes from 26.1.23 and 3.3.23 have yet to be presented for approval to JPF as a true and accurate reflection of the meeting so are not yet available.

### **Transcripts and Chat**

These are retained for the purposes of accurate minute taking only. Once the minutes have been written, they are deleted.

### **Videos**

Under Data Protection legislation, we would need the explicit consent of all attendees at the meeting to disclose a Teams recording to a third party. We have sought this, but do not have the necessary explicit consent from all present at these meetings to release these recordings.

I hope you find this information of some assistance.

If for any reason you are dissatisfied with our response, kindly in the first instance contact Caroline Smart, Head of Information Governance via the following email address:

[FOI@secamb.nhs.uk](mailto:FOI@secamb.nhs.uk)

Yours sincerely

**Freedom of Information Coordinator  
South East Coast Ambulance Service NHS Foundation Trust**