

Direct Line: 01623 672232  
Our Ref: 228  
E-mail: [sfh-tr.foi.requests@nhs.net](mailto:sfh-tr.foi.requests@nhs.net)

**King's Mill Hospital**  
Mansfield Road  
Sutton in Ashfield  
Nottinghamshire  
NG17 4JL

**2<sup>nd</sup> January 2025**

Tel: 01623 622515  
Join today: [www.sfh-tr.nhs.uk](http://www.sfh-tr.nhs.uk)

[REDACTED]

Dear Sir/Madam

**Freedom of Information Act (FOI) 2000 - Request for Information Reference:** Policies relating to transgender patients

I am writing in response to your request for information under the FOI 2000.

I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below. Please accept our apologies for the delay.

**Home, Community, Hospital.**

FOI Request / Question	Question Response	Is there an exemption?	Exemption	Exemption Details
1. Any policy relating to the care or treatment of transgender patients whilst inpatient including bed/ward allocation,	We would refer to the privacy and dignity policy in conjunction with the Patient Flow and Escalation Policy. <a href="https://www.sfh-tr.nhs.uk/media/15924/privacy-and-dignity-policy-including-same-sex-accommodation-non-compliance-reporting-procedure.pdf">https://www.sfh-tr.nhs.uk/media/15924/privacy-and-dignity-policy-including-same-sex-accommodation-non-compliance-reporting-procedure.pdf</a>			
2. Any policy relating to the care or treatment of transgender patients whilst outpatient	We would refer to the Privacy and Dignity Policy for patients being treated in our outpatient area.			
3. Any policy relating to the updating of patient records for transgender patients when they change name and/or sex marker	We would refer to the Management of Medical Records/Information for Adopted Children Policy. The name change/gender would apply to patients showing supporting legal documentation or we would change as per the NCRS (National Spine Record). <a href="https://www.sfh-tr.nhs.uk/media/udraj2ks/ig-004-mgmt-of-m-records-info-adopted-children-v2-nov23.pdf">https://www.sfh-tr.nhs.uk/media/udraj2ks/ig-004-mgmt-of-m-records-info-adopted-children-v2-nov23.pdf</a>			
4. Any policy relating to the issuance of a new hospital number for transgender patients when they update their listed sex via the process set out by PCSE	We would use the patient's new NHS Number as a new patient.			
5. Any policy relating to the updating and redaction of patient records for transgender patients when they are issued a new NHS Number by PCSE	Please see Q3			
6. Any policy regarding post NHS number/name-change clinical notes and communications regarding transgender patients, such as guidance as to when it is clinically	Not applicable			

2

Home, Community, Hospital.

appropriate to mention that a patient is transgender, including any policy statements relating to transgender patients				
7. Also, can you confirm if the trust has any plans to update any of the above policies in the near future?	The trust is looking at new ways to ensure our policies and procedures are more inclusive for our Transgender patients that need our services, and we would be looking at fully using the EQIA system to ensure policies are looking at a wide range of patients and so services can fully support all patients.			

I trust this information answers your request. Should you have any further enquiries or queries about this response please do not hesitate to contact me. However, if you are unhappy with the way in which your request has been handled, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Sally Brook Shanahan, Director of Corporate Affairs, King's Mill Hospital, Mansfield Road, Sutton in Ashfield, Nottinghamshire, NG17 4JL or email [sally.brookshanahan@nhs.net](mailto:sally.brookshanahan@nhs.net).

If you are dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office, who will consider whether we have complied with our obligations under the Act and can require us to remedy any problems. Generally, the Information Commissioner's Office cannot decide unless you have exhausted the internal review procedure. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's Office website at: <https://ico.org.uk/your-data-matters/official-information/>.

Complaints to the Information Commissioner's Office should be sent to FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 1231113, email [casework@ico.org.uk](mailto:casework@ico.org.uk).

If you would like this letter or information in an alternative format, for example large print or easy read, or if you need help with communicating with us, for example because you use British Sign Language, please let us know. You can call us on 01623 672232 or email [sfh-tr.foi.requests@nhs.net](mailto:sfh-tr.foi.requests@nhs.net).

Yours faithfully

#### Information Governance Team

All information we have provided is subject to the provisions of the Re-use of Public Sector Information Regulations 2015. Accordingly, if the information has been made available for re-use under the [Open Government Licence](#) (OGL) a request to re-use is not required, but the licence conditions must be met. You must not re-use any previously unreleased information without having the consent from Sherwood Forest Hospitals NHS Foundation Trust. Should you wish to re-use previously unreleased information then you must make your request in writing. All requests for re-use will be responded to within 20 working days of receipt.