



Our Ref: PN/EM/180112

**Norfolk, Suffolk & Cambridgeshire Health
Protection Unit**

18 January 2012

Thetford Community Healthy Living Centre
Croxtan Road
Thetford
IP24 1JD
Tel: 01842 767757
Fax: 01842 767767

By Email – HPA Stakeholders

To whom it may concern

Relocation of Suffolk and Cambridgeshire Health Protection Offices

I write to advise you that with effect from **Thursday 2nd February 2012** Offices of NSC Health Protection Unit currently based in Suffolk and Cambridgeshire will co-locate with Norfolk office based at the Healthy Living Centre in Thetford.

The postal address for the Ipswich and Cambridgeshire offices will change to the Thetford address on this letterhead, the current address for the Thetford office. All notifications of infectious disease for patients living in the Norfolk, Suffolk and Cambridgeshire area should be sent to this Thetford address from the **week commencing 30/1/2012** (to allow for postage times).

Our new contact information from 5pm on 1st February onwards is as follows:

Telephone: 0844 225 3546
Secure Fax: 01842 765260
Generic e-mail: nschpu@hpa.org.uk
Secure e-mail: hpa-ag.adminNSCHPU@nhs.net

We can accept non-Patient Identifiable Information and other generic emails into our HPA mailbox, nschpu@hpa.org.uk. We are able to accept some Patient Identifiable Information (such as names and addresses of cases) into our NHS Net mailbox hpa-ag.adminNSCHPU@nhs.net, from other nhs.net, gsi.gov.uk or gcsx.gov.uk accounts (please check with your own Security of Information Officer to confirm that this is secure before sending).

If you are uncertain which email address to use, please contact us, or your own Security of Information Officer, before sending your email. Please remember that Patient Identifiable Information should not be sent via an unsecured email address.

From 5pm on Wednesday 1st February 2012, email addresses ending in [.nhs.uk](http://nhs.uk) for any member of the HPU will be inaccessible. Members of the HPU team can be contacted on the above generic email address or by using firstname.surname@hpa.org.uk.

On the actual moving days (2nd and 3rd February) urgent calls will be dealt with by duty clinicians. We have worked hard to ensure that there will be minimum disruption for our stakeholders and hope that you will see no reduction in service at this time.

I hope this letter provides the information that you need at this stage. I will contact you with the progress of the co-location.

Yours sincerely

A handwritten signature in black ink, appearing to read "Pat Nair", written over a horizontal line.

Dr Pat Nair
Unit Director