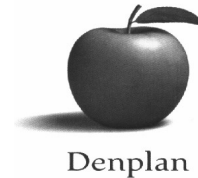


# Freedom of Information Act 2000



**The Dental Practice, Market Square, Kirkby Stephen, CA17 4EG Tel: 017683 71250**

Welcome to the Kirkby Stephen Dental Practice's Publication Scheme. This the Practice Publication Scheme as required by the Freedom of Information Act 2000.

## **Introduction**

This Publication Scheme is a complete guide to the information routinely made available to the public by the Kirkby Stephen Dental Practice. It is a description of the information about our Dental Practitioners and the Practice which we make publicly available. Some information is not made publicly available. It will be reviewed at regular intervals and we will monitor its effectiveness.

## **How much does it cost?**

The publications are all free unless otherwise indicated within each Class. Where information is provided at a cost the charges will be calculated as set out in Class 7.

## **How is the information made available?**

The information within each Class is either downloadable from the practice website or available in hard copy from the Practice.

## **Your rights to information**

- In addition to accessing the information identified in the Publication Scheme, you are entitled to request information about the Dental Practice under the NHS Openness Code 1995.
- The Freedom of Information Act 2000 recognises that members of the public have the right to know how public services are organised and run, how much they cost and how the decisions are made.
- From January 1st 2005 it will oblige the Dental Practice to respond to requests about information that it holds, and is recorded in any format and it will create a right of access to that information. These rights are subject to some exemptions which have to be taken into consideration before deciding what information it can release.
- New environmental information regulations may be introduced as early as 2003. These will enable similar access to environmental information as under the Freedom of Information Act 2000.
- Under the Data Protection Act 1998, you are also entitled to access your dental records or any other personal information held about you. You can contact the Practice Manager to do this.

## **Feedback**

If you have any comments about the operation of the Publication Scheme, or how we

have dealt with your request for information from the Scheme, please write to the Practice Manager at the address above.

## **Classes of Information**

All information at the Dental Practice is held, retained and destroyed in accordance with NHS guidelines. Our commitment to publish information excludes any information which can be legitimately withheld under the exemptions set out in the NHS Openness Code or Freedom of Information Act 2000. Where individual Classes are subject to exemptions, the main reasons are e.g. the protection of commercial interests and personal information under the Data Protection Act 1998. This applies to all Classes within the Publication Scheme. The information on this Scheme is grouped into the following broad categories:

1. Who we are  
Details of the practice, organisational structures, key personnel and how we fit into the NHS
2. Our Services  
The range of service we provide under contract to the NHS
3. Financial and funding information  
Funding details and charging policies
4. Regular publications and information for the public  
Guidance and information leaflets
5. Complaints  
Policies, procedures and contacts for complaints
6. Our policies and procedures  
General policies and procedures in use within the practice. These include, but are not restricted to, data protection, and health and safety
7. 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 practice. 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.

### **Class 1. Who we are**

<b>Dentist</b>	Philip Alan Borman (Male), DOB 2/9/1961
Date of first registration:	9/1/1985 Full time
<b>Hygienist</b>	Jessica Ann Booth (Female), DOB 27/9/1976
Date of first registration:	2/1/2002 Part time
<b>Practice Manager</b>	Janine Borman

The Kirkby Stephen Dental Practice is registered with the Eden Valley Primary Care Trust as a provider of NHS Dental Services.

### **Class 2. Our Services**



Our income from the NHS derives from reaching a “target” number of “UDAs” or “Units of Dental Activity”. There are also some allowances for such things as continuing professional development and travel expenses. The remainder of our funding comes from private treatment and the Denplan scheme. Against this has to be set expenses such as staff salaries, rent/rates, practice development funding, staff training and improvements.

#### **Class 4. Regular publications and information for the public**

We have a range of information leaflets available on:

Types of dental treatment

Healthy diet

Healthy teeth

Oral Hygiene

Practice information leaflets

NHS information leaflets

We also publish a newsletter roughly twice a year

All these leaflets are available on request from the Practice. The practice information leaflets and all leaflets produced “in house” are also available on our website. There are links from our website to a range of leaflets from other providers. We do not charge for information leaflets collected in person from the practice, and there is no charge for accessing leaflets on our website. Leaflets are also available by post or on CD-Rom and other media, though a charge is made for this.

#### **Class 5. Complaints**

We have a practice complaints procedure, a copy of which is available from the Practice Manager, or on our website.

#### **Class 6. Our policies and procedures**

Our data protection policy and our health and safety policy are available from the Practice, or on our website.

#### **Class 7. This Publication Scheme**

All enquiries about information management should be made to the Practice Manager. This is the first version of our Practice Publication Scheme, so there are no changes to report, and no proposed changes.

#### **Charges are as follows:**

a) Via the Dental Practice Web Site - Free of charge, although any charges for Internet Service provider and personal printing costs would have to be met by the individual.

Our website address is [www.borman.org.uk](http://www.borman.org.uk)

For those without Internet access, a single print-out as on the website would be available by post from the Practice Manager or by personal application at the practice, though you may have to wait for copies to be printed. However, 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 let you know the cost and charges that will have to be paid in advance. We will not provide printouts of other organisation's websites.

b) Leaflets and brochures - Free of charge (for leaflets or booklets collected in person from the practice) on, for example, services we offer to the public. A range of leaflets produced "in house" is available from Reception, but the range of "third party" leaflets varies regularly. If you want a leaflet on a particular dental topic and we don't have one immediately available we may be able to obtain one for you. There will normally be a charge for leaflets that are ordered in specially. We will let you know the cost and charges that will have to be paid in advance.

Leaflets and brochures are also available from us by post at a cost of £1.00 per leaflet.

c) A CD Rom or other media are available for charge but are only made to order. We charge £5.00 per CD Rom. Other media may be available on request.

d) e-mail will be free of charge unless you are advised otherwise in advance.

The charges will be reviewed regularly.

## **Useful Resources**

Web sites:

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

This is the Information Commissioner's web site.

[www.lcd.gov.uk](http://www.lcd.gov.uk)

This is the Lord Chancellor's web site.

[www.nhs.foi.uk](http://www.nhs.foi.uk)

This is the NHS Freedom of Information web site.

## **Publications**

NHS Openness Code [www.doh.gov.uk/nhsexec/codemain.htm](http://www.doh.gov.uk/nhsexec/codemain.htm)

FOI Act 2000 [www.legislation.hmso.gov.uk/acts2000/2000036.htm](http://www.legislation.hmso.gov.uk/acts2000/2000036.htm)

Code of Practice under Section 45 FOI Act 2000 [www.lcd.gov.uk](http://www.lcd.gov.uk)

Code of Practice under Section 46 FOI Act 2000 [www.lcd.gov.uk](http://www.lcd.gov.uk)

## **Copyright**

Material available through this Publication Scheme is subject to the Dental Practice's copyright unless otherwise indicated. Unless expressly indicated to the contrary, it may be reproduced free of charge in any format or medium provided it is done so accurately in a manner which will not mislead. Where items are re-published or copied to others, you

must identify the source and acknowledge copyright status. This permit does not extend to third party material, accessed through the scheme. For HMSO Guidance Notes see [www.hmso.gov.uk/guides.htm](http://www.hmso.gov.uk/guides.htm)