

Freedom of Information

What is the Freedom of Information Act?

The Freedom of Information Act 2000 provides public access to information held by public authorities.

It does this in two ways:

- public authorities are obliged to publish certain information about their activities; and
- members of the public are entitled to request information from public authorities.

Public authorities include government departments, local authorities, the NHS (including NHS GP Surgeries), state schools and police forces.

The Act does not give people access to their own personal data (information about themselves) such as their health records. If a member of the public wants to see information that a public authority holds about them, they should make a subject access request under the Data Protection Act 1998.

What information can I obtain?

The Freedom of Information Act, gives the general right of access to all types of recorded information held by the practice. The intention of the Act is to encourage a spirit of openness and transparency in the NHS and the whole public sector.

Oakley Health Group aims to fully support this.

Our Publication Scheme

Our Publication Scheme is a complete guide to the information routinely published by us. It is a description of the information about our practice which we make publicly available. The scheme signposts to information which is readily accessible without the need for a formal FOI Act request.

Our publication scheme is available on our website or from the surgery.

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Our FOI Policy

Our policy on handling requests made under the FOI Act is available on our website or from the surgery.

Requests for information

Requests must be made in writing to the practice, or by email, or by fax, and must include the name and address (or valid email address) for the correspondence, and a clear description of the information requested.

Some very good guides to making a FOI request (to any public authority, not just Oakley Health Group) can be found here:

http://ico.org.uk/for_the_public/official_information
<http://www.itspublicknowledge.info/YourRights/Tipsforrequesters.aspx>
<http://www.foiman.com/resources/foiguide1>

Details of our obligations in responding to FOI requests, including timescales, fees and exemptions, can be found in our FOI Policy.

Complaints and appeals

Any complaints about our handling of your request or about our Publication Scheme should in the first instance be addressed to the practice. Details of how we respond to complaint relating to a FOI request can be found in our FOI Policy.

You are also free to contact the Information Commissioner:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate)
Fax: 01625 524 510
Web: www.ico.org.uk