

Author	Deborah Pratten
Revision Date	June 2021
Version Number	Version 1.1

Freedom of Information Act Patient Leaflet

Our Data Controller is: Kingswood Health Centre

The GDPR Lead is: Robyn Clark

The Caldicott Guardian is: Dr Alex Hickson

The Data Protection Officer is: Samantha Pearce

Freedom of Information Act 2000

The Freedom of Information Act 2000 aims to produce a culture of openness in public bodies, by providing members of the public with the right to access information held. The main purpose behind this is to show how public money is being used.

GP practices, although not government owned, are considered to be “public bodies” for the purpose of this Act. Therefore members of the public (not necessarily patients) can request information from them. This right came into force in 2005.

GP practices are required to make this information available via a “publication scheme”. This may be held in paper form or by electronic means. It will include commonly requested information & is available on request.

The practice’s publication scheme follows the model scheme for GP practices approved by the Information Commissioner.

Fees

The information contained in the publication scheme is available at no charge. In some circumstances a fee may be charged for the provision of information and the classes of information incurring a fee are listed in the publication scheme document.

Making an Access Request

All requests (with the exception of a copy of the publication scheme) are to be made in writing to the following address:-

The Managing Partner
Kingswood Health Centre
Alma Rd
Kingswood
Bristol BS15 4EJ

If however you would initially like to read our publication scheme this is available on request/via our website (kingswoodhealthcentre.co.uk).

The publication scheme contains the following types of information :-

Who we are & what we do

- Organisational structures
- Details of the practice
- Key personnel
- Relationship to the NHS

What we spend & how we spend it

- Funding details
- Charging policies
- Financial management
- Procurement

Our Policies & Procedures

Current written protocols, policies & procedures including:-

- Complaints policy
- Confidentiality
- Data protection
- Health & Safety

Our Services

- The range of services we provide under contract to the NHS
- Practice leaflet
- Newsletter