

# Freedom of Information Act

## Publication Scheme

Welcome to the Publication Scheme for Sarah Gibson Optometrist Ltd 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 Sarah Gibson Optometrist Ltd. It is a description of the information about our **NHS services** that we make publicly available. It will be reviewed at regular intervals and we will monitor its effectiveness.

### How much does it cost?

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

### How is the information made available?

The information within each Class is available in hard copy from:

Sarah Gibson Optometrist Ltd  
Commerce House  
Market Place  
Wincanton  
Somerset  
BA9 9LP

or can be printed from our website. [www.SGOeyecare.co.uk](http://www.SGOeyecare.co.uk)

### Your Rights to Information

- The Freedom of Information Act 2000 is designed to promote openness and accountability amongst all organisations that receive public money.
- From January 1<sup>st</sup> 2005 it obliges opticians' and optometrists' practices to respond to requests about the **NHS related information** that it holds, and it will create a right of access to that information. These rights are subject to some exemptions that have to be taken into consideration before releasing information.
- In addition to accessing the information identified in the publication scheme, you are entitled to request information about our NHS services under the NHS Openness Code 1995.
- Under the Data Protection Act 1998, you are also entitled to access your clinical records or any other personal information held about you and you can contact any practice where your records are held 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:

Sarah Gibson Optometrist Ltd  
Commerce House  
Market Place  
Wincanton  
Somerset  
BA9 9LP

## **Classes of Information**

All **NHS information** at Sarah Gibson Optometrist Ltd is held, retained and destroyed within NHS guidelines. Our commitment to publish information excludes any information that can be legitimately withheld under the exemptions set out in the NHS Openness Code or Freedom of Information Act 2000. From 2005, individual Classes are subject to exemptions, the main reasons being the protection of commercial interests and personal information under the Data Protection Act 1998. This Scheme had been written in accordance with those exemptions.

## **Information that Sarah Gibson Optometrist Ltd will not publish**

- personal information about individuals (e.g. patients, staff members)
- information which would endanger the health and safety or security of individuals
- information that we are prohibited from publishing by any law or court order, or which would constitute a contempt of court if made public
- information which has been provided to us in confidence, and is of a genuinely confidential nature
- information which is covered by a claim to legal professional privilege
- information which would prejudice the commercial interests of Sarah Gibson Optometrist Ltd
- information which would adversely affect the effective running of the Sarah Gibson Optometrist Ltd. This will include, for instance, confidential briefings to directors and senior staff; details of ongoing negotiations and draft plans, policies and reports unless they are intended to be subject to public consultation before being finalised
- information about investigations being carried out which may lead to criminal or civil proceedings

The information available on this Scheme is grouped into the following categories:

### **1) Who we are**

- Practice background
- List of practices including contact phone numbers
- Details of all the Opticians and Optometrists employed in our practice can be obtained by contacting the practice directly.
- Alternatively, details of all opticians and optometrists registered in the UK are available from the General Optical Council Tel: 0207 580 3898.

### **2) Our services**

Sarah Gibson Optometrist Ltd provides free-at-the-point-of-service NHS Sight Tests for those who are eligible.

You *may* also be entitled to vouchers that can be used against the purchase of glasses or contact lenses if you require them.

To find out if you are eligible for assistance please ask for details in the practice.

Appointments for NHS Sight Tests and private Eye Examinations can be booked over the phone, or by dropping into the practice

The address and phone number of our practice is:

Sarah Gibson Optometrist Ltd  
Commerce House  
Market Place  
Wincanton  
Somerset  
BA9 9LP  
01963 34333

Opening times can vary, so please call to confirm.

### **3) Financial and funding information**

For every Sight Test performed on behalf of the NHS the opticians practice receives a set fee. This includes a contribution towards optometrists and staff salaries, equipment costs and other store overheads.

If you are not eligible for the NHS sight test, please contact us for details of our current charges.

### **4) Regular publications and information for the public**

A complete set of information about optical and ocular conditions, sight tests, eye examinations, glasses, and contact lenses, can be found on a number of websites including [www.collegeoptometrists.org](http://www.collegeoptometrists.org) Some of this information is also available in patient leaflets. These are freely available from our practice.

### **Complaints**

If you have a complaint about any of our NHS products or services, we recommended that you first discuss any problems with the manager at the practice.

If the matter cannot be resolved in this way or you are unsatisfied with the response you receive, please contact Miss Sarah Gibson on 01963 34333

A full copy of our complaints policy is available on request or on our website [www.SGOeyecare.co.uk](http://www.SGOeyecare.co.uk) and can be found in Class 6.

### **5) Our policies and procedures**

- Complaints
- Data protection
- Health and safety

They are available, on receipt of a written request, from  
Sarah Gibson Optometrist Ltd  
Commerce House  
Market Place  
Wincanton  
Somerset  
BA9 9LP

### **6) 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 practice. We will also publish any proposed changes or additions to publications already available.

#### **Cost of Information**

For the most part, we will only charge for hard copies, or copies onto media.

Charges are as follows and will be reviewed regularly.

- Accessed from our website – free of charge
- Single hard copies – free of charge
- Multiple hard copies, or archived copies will attract a charge for photocopying, retrieval and postage. We will inform you of the cost of these charges that will have to be paid in advance.
- E-mail will be free of charge.

### **Part 3. Useful Resources**

Websites:

- Information Commissioner  
[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)
- Lord Chancellors Department  
[www.lcd.gov.uk](http://www.lcd.gov.uk)
- NHS Freedom of Information [www.foi.nhs.uk](http://www.foi.nhs.uk)

Publications:

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

- Freedom of Information Act 2000

[www.hmso.gov.uk/acts/acts2000/20000036.htm](http://www.hmso.gov.uk/acts/acts2000/20000036.htm)

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