

# Freedom of Information (FOI) Policy

## 1. Introduction

As a practice we must operate in an open and transparent manner and comply with the Freedom of Information Act 2000. This policy is in place to confirm what steps we have in place to adhere to this and how we will action any requests that we receive.

## 2. Overview of Freedom of Information Act

As a practice we deliver NHS services and by doing this we are classified as a public authority. Under FOI all public authorities are required to provide public access to official information that we hold in relation to NHS Work and should be done in the following ways: -

- Proactively publish information
- Respond to requests for information

The types of information that is accessible under FOI includes printed documents, computer records, letters, emails, photos, sound, or video recordings.

FOI does not include access to personal information that is held in patient medical records and anyone wanting access to their medical records should make a Subject Access Request instead.

## 3. Staff Responsible For FOI

As a practice we have key members who take overall responsibility for FOI: -

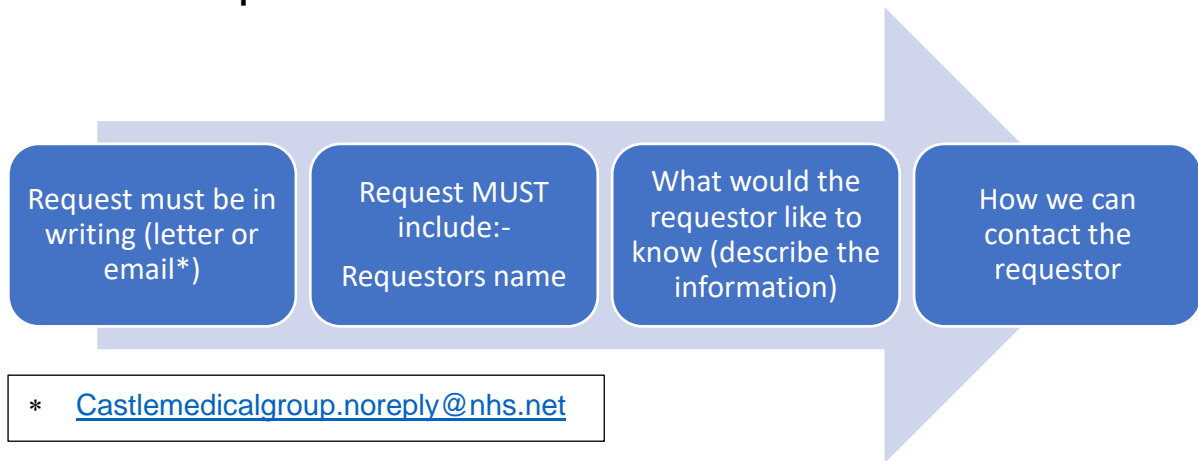
Person	Role	Responsibilities
Business Manager or Assistant Practice Manager (in their absence)	Organisation Manager	Carry our internal review of request and coordinate response
Dr John Addison	Caldicott Guardian	Ensure compliance with the FOI and offer advice
Umar Sabat	Data Protection Officer	Provide expert advice re the information request

## 4. Information Proactively Published

As per the FOI and Information Commissioners Officer (ICO) requirements we have adopted the ICO provided model publication scheme located at <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>.

This details what information we must publish proactively or make available as routine information (See Appendix 1).

## 5. How to make a Request



## 6. What is the Practices Process?



## Appendix 1 – Model Publication Scheme

Below is a summary of the types of information we publish. Our main portal for publication is our website or social media, if you cannot locate the information a written request can be made to the practice by emailing [Castlemedicalgroup.noreply@nhs.net](mailto:Castlemedicalgroup.noreply@nhs.net) or Castle Medical Group, Ascebi House, 118 Burton Road, Ashby de la Zouch LE65 2LP.



## Appendix 2 – Public Interest Test

The PIT panel will include at least two of the following people: -

- Organisational Manager
- Caldicott Guardian
- Data Protection Officer
- Relevant Manager / Lead for team or function information relates to

The panel will consider the following and whether any exemptions apply: -

- Current public debate
- Health and safety
- Will it affect third parties
- Is information already available to the public
- Media interest
- Does it show decision making processes?
- Does it give a greater understanding of service?
- Could the information be misleading?
- Is it confidential?

The Information Commission Office has resources available to support the PIT process:

<https://ico.org.uk>.