



# ***Guildford and Waverley Clinical Commissioning Group***

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# Your rights to information

## **Freedom of Information Act:**

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 NHS Guildford and Waverley CCG 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.

## **The Environmental Information Regulations 2004**

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.

## **Data Protection Act**

Under the Data Protection Act 1998, you are also entitled to access your clinical records or any other personal information held about you please contact NHS Guildford and Waverley CCG for more information.

## **Publication Scheme**

NHS Guildford and Waverley CCG is obliged to publish information about previous FOI requests and who we are and what we do. See Classes of Information below for more details.

## **Exemptions**

Where individual classes are subject to exemptions, the main reasons are

- Protection of Commercial Interests
- Personal Information under the Data Protection Act 1998

## **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:

NHS Guildford and Waverley CCG  
Crossweys House  
28-30 High Street  
Guildford GU1 3EL

Or contact us via our website [www.guildfordandwaverleyccg.nhs.uk](http://www.guildfordandwaverleyccg.nhs.uk)

## **CLASSES OF INFORMATION**

All the information at NHS Guildford and Waverley CCG 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 Freedom of Information Act 2000.

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**
- 2. Our Services**
- 3. Financial and funding information**
- 4. Regular publications and information for the public**
- 5. Complaints**
- 6. Our policies and procedures**
- 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 enquiries regarding information management generally in the Trust.

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 be a charge. The charges will vary according to how information is made available. Charges are as follows:

(a) Via the NHS Guildford and Waverley CCG Web Site - Free of charge, although any charges for Internet Service provider and personal printing costs would have to be met by the Individual

For those without Internet access, a single print-out as on the website would be available by post from NHS Guildford and Waverley CCG 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 on, for example, services we offer to the public.

(c) There will be a charge of £30 for the provision of financial and funding information.

(d) E-mail will be free of charge unless it says otherwise

The charges will be reviewed regularly.

## **Useful Resources**

Web sites:

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

This is the web site of the Information Commissioner

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

This is the web site of the Lord Chancellor's Department

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

This is the NHS Freedom of Information web site

Primary Care Trust web site

## Publications

- \* NHS Openness Code      [www.doh.gov.uk/nhssexec/codemain.htm](http://www.doh.gov.uk/nhssexec/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)
- \* Statement of Fees and Allowances payable for General Medical Practitioners in England

## Copyright

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