



## **BLACKHILLS CLINIC PUBLICATION SCHEME**

### **FOI and Publication Scheme**

Welcome to the Publication Scheme for Blackhills Clinic Ltd.

The Publication Scheme is 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 Blackhills Clinic Ltd. It is a description of the information about our Dental Practice which we make publicly available. Some information is not made publicly available. It will be reviewed at regular intervals and we will monitor its effectiveness.

### **How much does it cost?**

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

### **How is the information made available?**

The information within each Class is either displayed on the practice website ([www.blackhillsclinic.com](http://www.blackhillsclinic.com)) or available in hard copy from Blackhills Clinic Ltd, 5 Maidenplain Place, Aberuthven, Perthshire PH3 1EL

### **Your rights to information**

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 Blackhills Clinic 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.

Revised environmental information regulations may be introduced in the future. These will enable similar access to environmental information as under the Freedom of Information Act 2000.

Under the Data Protection Act 1998, you are also entitled to access your dental records or any other personal information held about you, and you can contact Trudie Imrie, Blackhills Clinic Ltd, 5 Maidenplain Place, Aberuthven, Perthshire PH3 1EL ([trudie@blackhillsclinic.com](mailto:trudie@blackhillsclinic.com))

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:

Trudie Imrie, Blackhills Clinic Ltd, 5 Maidenplain Place, Aberuthven, Perthshire PH3 1EL

## **Classes of information**

All information at Blackhills Clinic is held, retained and destroyed in accordance with guidance. 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. Where individual Classes are subject to exemptions, the main reasons are e.g. the protection of commercial interests and personal information under the Data Protection Act 1998. This applies to all Classes within the Publication Scheme. The information on this Scheme is grouped into the following broad categories:

### **Class 1. Who we are**

Details of the practice, organisational structures, key personnel.

### **Class 2. Our Services**

The range of services we provide

### **Class 3. Financial information**

### **Class 4. Regular publications and information for the public**

Guidance and information leaflets

### **Class 5. Complaints**

Policies, procedures and contacts for complaints

### **Class 6. Our policies and procedures**

General policies and procedures in use within the Dental Practice. These include, but are not restricted to, data protection, prescribing and prescription, health and safety

### **Class 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 enquires regarding information management generally at Whitaker Dental Practice. We will also publish any proposed changes or additions to publications already available.

### **Class 1. Who we are:**

Mr Paul Andrew Stone FDS RCS Edin BDS Lpool FDS RCPS Glas  
First registration with GDC : 1985 Registration No: 60534

Mrs Adela Michelle Laverick MSc Lond FDS RCS Eng BDS Lond  
First registration with GDC: 1990 Registration No: 66211  
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Dr Marilou Ciantar FFD RCS IreI MFD RCS IreI MFDS RCS Eng PhD Lond MSc Lond BChD Malta  
First registration with GDC: 2004 Registration No: 84070

Mr Brian Stevenson MFDS RCS Edin BDS Glasg  
First registration with GDC: 2000 Registration No: 77605

Mr Graeme Lillywhite FDS (Rest Dent) RCS Edin MRD RCS Edin MSc Edin MFDS RCPS Glasg BDS Edin  
First registration with GDC: 1993 Registration No: 68916

Mrs Lorna Harley MFDS RCS Edin BDS Glasg  
First registration with GDC: 2001 Registration No: 79426

Dr Donald Thomson DDR RCR FDS RCS Edin BDS Edin  
First registration with GDC: 1994 Registration No: 70079

Mrs Carol Clark CEB Cert in Dental Hygiene  
First registration with GDC: 1981 Registration No: 2239

## **Class 2: Our services**

Information about our services is contained in the practice's patient information leaflet which is available at Reception or on our website ([www.blackhillsclinic.com](http://www.blackhillsclinic.com)). The information includes:

Opening times

Arrangements for emergency care, registration and complaints policy

Information about the care and treatment provided by the practice

## **Class 3: Financial information**

We have information about:

Our private charges

## **Class 4: Information for patients and the public**

We make available information leaflets about:

Types of dental treatment

Other health information

Copies of leaflets are available from Reception.

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## **Class 5: Complaints**

We have a practice complaints procedure, a copy of which is available from the Practice.

## **Class 6: Practice policies**

We have policies and procedures which ensure that the practice operates in a safe and efficient manner. These include:

Data protection

Data security

Confidentiality

Health and Safety

Radiation protection

Infection control

Payments policy

Equal opportunities

## **Class 7: This Publication Scheme**

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 may be a charge. The charges will vary according to how information is made available.

For copies of patient information leaflets via the Dental Practice Web Site – there will be no charge, although any charges for Internet Service provision and personal printing costs would have to be met by the individual. For those without Internet access, a single print-out would be available by post from Blackhills Clinic Ltd, 5 Maidenplain Place, Aberuthven, Perthshire PH3 1EL. However, requests for multiple 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.

Leaflets and brochures – there will be no charge for leaflets or booklets on, for example, services we offer to the public. A list is available from Blackhills Clinic Ltd, 5 Maidenplain Place, Aberuthven, Perthshire PH3 1EL. E-mail is free of charge unless otherwise stated.

## **Requests for copies of dental records**

### **Access to your records**

You have the right of access to the data that we hold about you and to receive a copy, or you may authorise a third party, such as your lawyer, to do so on your behalf. Formal applications for access must be in writing to Trudie Imrie, Blackhills Clinic Ltd, 5 Maidenplain Place, Aberuthven PH3 1EL. There will be an appropriate fee of between £20 - £50.

We will provide a copy of the record within 20 working days of receipt of the request (which could be extended up to three months) and advice of fee (where payable), with an explanation of your record should you require it.

The charges will be reviewed regularly.