



**Freedom of Information Act**

**Freedom of Information Publication Scheme**

**for**

**COMBERTON DENTAL SURGERY LTD**

**Welcome to Comberton Dental Surgery Ltd Publication Scheme.**

**Responsible Person – Emma Carter**

**Registered Manager – Penelope Wilkes**

**Dental Surgeon – Penelope Wilkes**

**The Publication Scheme is in three parts, as follows:**

PART ONE: Introduction

PART TWO: Classes of Information that we hold

PART THREE: Index to the Publication Scheme and useful resources

This protocol was reviewed and implemented on: **7<sup>th</sup> November 2016**

This protocol and relevant procedures will be reviewed annually and are due for review on: **7<sup>th</sup> November 2017** or prior to this date in accordance with new guidance or legislative changes.

## **PART ONE: Introduction**

### **Welcome**

- **What a Publication Scheme is**

This Publication Scheme is a complete guide to the information routinely published by Comberton Dental Surgery. It is a description of the classes or types of information about our Dental Practitioner and our Practice that we make publicly available. By having such a Scheme, we are undertaking to make available to members of the public the information in the classes in Part Two of the Scheme. We shall review the Scheme at regular intervals and monitor how it is operating.

It is important to us that this Scheme meets your needs and we have designed it to be a route map so that you can find information about Comberton Dental Surgery easily.

- **Your rights in relation to Freedom of Information, the Data Protection Act, Access to Patients Records legislation.**

At the present time, in addition to accessing the information identified in this Publication Scheme, you are entitled to request information about Comberton Dental Surgery from Emma Carter, Practice Manager, Comberton Dental Surgery Ltd, 29 Comberton Road, Kidderminster, Worcs. DY10 3DL.

Sometimes, some or all of the information cannot be provided and we will explain the reasons why not when this happens.

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 Emma Carter, Practice Manager, Comberton Dental Surgery Ltd, 29 Comberton Road, Kidderminster, Worcs. DY10 3DL to do this. Individual rights of access become available under Section 1 of the Freedom of Information Act 2000 from January 2005.

- **Feedback**

We welcome suggestions about how our service might be improved.

Any questions, comments or complaints about this can be given verbally to the Emma Carter the practice manager or any team member, by telephone 01562 751240 or should you prefer to send in writing to the Emma Carter Practice Manager at, Comberton Dental Surgery Ltd , 29 Comberton Road, Kidderminster, Worcs. DY10 3DL or email [emma.carter@combertonsurgery.co.uk](mailto:emma.carter@combertonsurgery.co.uk).

If you have a complaint about how Comberton Dental Surgery has dealt with your request for information, please call, email or write to:

Comberton Dental Surgery Ltd, 29 Comberton Road, Kidderminster, Worcs. DY10 3DL.

Email: emma.carter@combertonsurgery.co.uk Telephone: 01562 751240

Or visit below address:-

[www.dentalcomplaints.org.uk](http://www.dentalcomplaints.org.uk)

Dental Complaints Service, Stephenson House 2 Cherry Orchard Road, Croydon  
CR0 6BA, 08456 120540 Email: [info@dentalcomplaints.org.uk](mailto:info@dentalcomplaints.org.uk) about private treatment

The General Dental Council, 37 Wimpole Street, London, W1M 8DQ (the dentists' registration body)  
Phone: 0845 222 4141 (UK local rate) Email: [standards@gdc-uk.org](mailto:standards@gdc-uk.org)

## **PART 2: The Classes of Information**

The information that we hold is regularly reviewed, retained or disposed of in accordance with circular HSC099/53 and Public Records Guidance.

The classes are grouped into broad categories as follows:

- 1. Who we are
- 2. Our Services
- 3. Complaints
- 4. Regular Publications and Information for the Public
- 5. This Publication Scheme
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### **1. Who we are**

#### **Dental Surgeons:**

Penny Wilkes BDS	GDC no:69579	Female
Fiona Fleming B.Ch.D	GDC no: 67077	Female
Stephen Bates BDS	GDC no: 85680	Male

#### **Practice Managers:**

Emma Carter		Female
Sophie Billingsley (assistant)	GDC no: 129565	Female

**Hygienists:**

Elizabeth Green	GDC no: 102977	Female
Kerrie-Ann Dobson	GDC no: 180856	Female

**Dental Nurses:**

Aniksha Patel	GDC no: 222196	Female
Lisa Tonks	GDC no: 206901	Female
Philippa Westwood	GDC no: 209225	Female
Louise Campbell	GDC no: 263248	Female
Michelle Campbell	GDC no: 263244	Female
Claire L'Huillier	GDC no: 129959	Female

**Decontamination Technician:**

Karen Davenport	Female
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**Dental Receptionists:**

Julie Baker	GDC no: 129964	Female
Gemma Roberts		Female

**The Practice - Comberton Dental Surgery Ltd**

Comberton Dental Surgery Ltd, 29 Comberton Road, Kidderminster, Worcs. DY10 3DL phone: 01562 751240 email: emma.carter@combertonsurgery.co.uk

The practice is situated in Kidderminster

Some information will be withheld, including personal, confidential information about individuals which is protected by the Data Protection Act.

## **2. Our Services**

Our services will be outlined here in terms of explaining the range of services that we provide ourselves or together with other agencies which we will specify.

### **Practice Premises**

Comberton Dental Surgery Ltd

29 Comberton Road, Kidderminster, Worcs. DY10 3DL.

01562 751240

[emma.carter@combertonsurgery.co.uk](mailto:emma.carter@combertonsurgery.co.uk)

### **Hours of opening:**

Monday 8.30am – 6.00pm

Tuesday 8.30am – 6.00pm

Wednesday 8.30am – 5.00pm

Thursday 8.30am – 5.30pm

Friday 8.00am – 1.00pm

Emergency appointments available daily.

### **Out of hours cover/emergency arrangements**

Emergency Care: The out of hour's emergency rota enables emergency care to our patients with a genuine dental emergency.

In the event of an emergency – The patient will get all the details needed by calling reception 01562 751240.

### **Details of access to the premises**

The practice is situated over two floors; there is easy access parking available for all patients. Ground floor access to surgery available.

### **The languages we speak and the availability of interpreters**

English and French are spoken. Interpreter services can be made available.

## **Clinical interests of dentists**

Comberton Dental Surgery provides cosmetic, diagnostic, preventive, restorative and surgical dental procedures for (whole population – adults and children) and has access for the disabled.

## **Information about infection control procedures**

It is the policy of the practice to adopt standards of good practice in all aspects of infection control. Instruments are autoclaved or are disposable. Personal Protective Equipment is routinely worn and single use. Staff receive regular update training in procedures.

## **3. Complaints**

### **Caring For You**

It is the aim of this practice to give you the best possible care and service. With this in mind there is an informal, confidential, in-house procedure to deal with any problems or concerns that you might have. If you require further details, please ask at reception for our code of practice for dealing with complaints.

Any problem should be raised with Emma Carter the practice manager or any team member, by telephone 01562 751240 or should you prefer to send in writing to the Emma Carter Practice Manager at Comberton Dental Surgery Ltd , 29 Comberton Road, Kidderminster, Worcs. DY10 3DL.

or email [emma.carter@combertonsurgery.co.uk](mailto:emma.carter@combertonsurgery.co.uk)

## **4. Regular Publications and Information for the Public**

Here will be published information (including policies such as confidentiality, consent and data protection and information leaflets etc) relating to the clinical services that we provide for patients and the public, and our regular publications.

Some of this information is of a personal and confidential nature and will be excluded as will any other confidential material. Material relating to the health and safety of specific individuals, as to law enforcement or criminal or regulatory enforcement or audit issues may also be excluded from publication. There may be circumstances where material cannot be released because the appropriate officer designated for these purposes under the Act has taken the view that it may be prejudicial to the conduct of public affairs.

## **5. 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 Dental Practice. We will also publish any proposed changes or additions to publications already available.

**Under Section 19 of the Freedom of Information Act 2000 (there is a link to the Act in Part Three below), each Dental Practice has a legal duty to adopt and maintain a Publication Scheme for the publication of the information held. The purpose of the Act is to promote greater openness by public authorities which includes Dental Practitioners. From 2005 it will also oblige the Dental Practice to respond to requests about the information which it holds and is recorded in any form and it will create a right of access to that information. These rights are subject to some exemptions that the Dental Practice has to take into account before deciding what information can be released.**

The Freedom of Information Act does not change the right of patients to protection of their patient confidentiality in accordance with Article 8 of the Human Rights Convention, the Data Protection Act and at common law. Maintaining the right to patient confidentiality continues to be an important commitment on our part.

This Publication Scheme aims to make as much information about Comberton Dental Surgery Ltd available as possible, on a continuous basis. We will continue to add to the information here proactively and regularly.

### **PART THREE Useful Resources**

- [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)
- [www.lcd.gov.uk](http://www.lcd.gov.uk)
- [www.foi-uk.org](http://www.foi-uk.org)
- [www.dentalcomplaints.org.uk](http://www.dentalcomplaints.org.uk)
- [www.hms0.gov.uk/guides.htm](http://www.hms0.gov.uk/guides.htm)