

Hazelbrook Dental Practice

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2017

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

Hazelbrook Dental Practice has adopted the **Model Publication Scheme 2017** produced by the Scottish Information Commissioner. You can see this scheme on the Commissioners website at www.itspublicknowledge.info/mps. You can view our guide on our website at www.hazelbrookdental.co.uk or by contacting us at the address below

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class.
- state what charges may be applied.
- explain how you can find the information easily.
- provide contact details for enquiries and to get help with accessing the information.
- explain how to request information we hold that has not been published.

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

Copyright

Where Hazelbrook Dental Practice holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately
- it is not used in a misleading context, and
- the source of the material is identified

Where Hazelbrook Dental Practice does not hold the copyright in information we publish, we will make this clear.

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or at our premises.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the tables below:

Black and white photocopying

Size of paper	Pence per sheet of paper
A4	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A4	30p

Information provided on CD-Rom will be charged at £1.00 per computer disc.

Postage costs will be recharged at the rate we pay to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass any other costs on to you in relation to our published information.

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

[Hazelbrook Dental Practice](#)
96 Glasgow St
Dumfries
DG2 9DE

Email: info.colbeckdental@btconnect.com
Tel: 01387 254100

We will also be pleased to advise you how to ask for information that we do not publish, or how to complain if you are dissatisfied with any aspect of this publication scheme.

The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

CLASS 1: ABOUT Hazelbrook Dental Practice
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Class description:

Information about [Hazelbrook Dental Practice](#), who we are, where to find us, how to contact us, how we are managed and our external relations

The information we publish under this class	How to access it
Information about the dentists and other staff members	On our Practice leaflet or by visiting: www.hazelbrookdental.co.uk/dental-team
Our address, telephone number, email address and website address.	On our Practice leaflet or by visiting: www.hazelbrookdental.co.uk/dental-team/contact-us

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES**Class description:**

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class	How to access it
The treatments / services we provide	On our Practice leaflet or by visiting: www.hazelbrookdental.co.uk/dental-services

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED**Class description:**

Information about the decisions we take, how we make decisions and how we involve others

The information we publish under this class	How to access it
Not published	

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT**Class description:**

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.

The information we publish under this class	How to access it
Not published	

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

