



Clarkston Medical Freedom of Information Policy

What is the Freedom of Information Act?

The Freedom of Information (Scotland) Act 2002 introduced important new laws about our obligation to make information publicly available. The Act gave people new rights to access information, most of which came into effect in January 2005. The Act opens with a general statement that 'A person who requests information from a Scottish public authority which holds it, is entitled to be given it by the authority'; section 1 (1) Freedom of Information (Scotland) Act 2002.

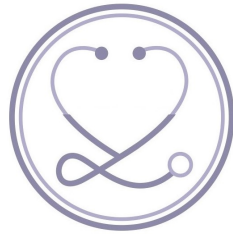
Who can request Information?

Any person or organisation can make a request for information which is not already detailed in our Publication Scheme. They do not have to work or live in the area.

The Process

- Practices must reply within 20 working days to any credible written request for information from anywhere in the world
- The request can be by email or on paper, and be made to any member of staff
- It does not have to refer to the Freedom of Information Act
- Practices cannot ask the reason for the request, or question its reasonableness, but can work with the person(s) requesting the information to help them clarify what it is they are after so that the practice can best meet the request
- Every practice must maintain a publication scheme
- Failure to comply with the Act can result in contempt of court

If you are unhappy with the information provided by the Practice, please contact the Scottish Information Commissioner who has the power to enforce individuals with rights under the act.



Clarkston
Medical

Contact can be made at:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Telephone: 01334 464610
Fax: 01334 464611
Email: enquiries@itspublicknowledge.info