

Freedom of Information Requests

The [Freedom of information act](#) creates a right of access to recorded information and obliges a public authority to:

- Have a publication scheme in place
- Allow public access to information held by public authorities

The act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland.

Public authorities include government departments, local authorities, the NHS, State Schools and Police Forces. Recorded information includes printed documents, computer files, letters, emails, photographs and sound or video recordings.

The act does not give people access to their own personal data (information about themselves) such as their health record. If a member of the public wants to see this information they should make a data protection subject access request.

Practice Publication Scheme

A publication scheme requires an authority to make information available to the public as part of its normal business activities.

You can request our Practice Publication Scheme Leaflet by email enquiries.shore@dorsetgp.nhs.uk or at your Surgery.

Who can request information?

Under the Act, any individual, anywhere in the world, is able to make a request to a practice for information. An applicant is entitled to be informed in writing, by the practice, whether the practice holds information of the description specified in the request and if that is the case, have the information communicated to them. An individual can request information, regardless of whether they are the subject of the information or affected by its use.

How should requests be made?

Requests must:

- Be in writing (this can be electronically by email)
- State the name of the applicant and an address for correspondence
- Describe the information requested

For more information visit
[Legislation.gov.uk](http://legislation.gov.uk)
[Information Commissioners](http://www.informationcommissioner.gov.uk)