



FREEDOM OF INFORMATION ACT (FOI)

This document complies with the requirements of the Information Commissioner's Model Publication Scheme for Lunettes Opticians in accordance with the Freedom of Information Act 2000 and fulfils the obligations on opticians' practices under the Act.

Introduction

This is a complete guide to the information routinely made available to the public by Lunettes Opticians Ltd. It is a description of the information about our NHS services that we make publicly available. It will be reviewed at regular intervals.

How is the information is made available?

The information within each Class is available in hard copy from:

70 Southgate
Sleaford
Lincolnshire
NG34 7RL

or can be printed from www.lunettes.co.uk

This guide information

We will publish any changes we make to this guide or relevant information. We will also publish any proposed changes or additions to publications already available.

Cost of Information

For the most part, we will only charge for hard copies, or copies onto media. Charges are as follows and will be reviewed regularly.

- Accessed from our website – free of charge
- Single hard copies – free of charge
- As the Freedom of Information Act applies to the provision of information, a request for multiple hard copies does not fall within the provisions of the Act and will attract a charge for retrieval, photocopying and postage. We will inform you of the cost of these charges that will have to be paid in advance.
- E-mail will be free of charge.

Your Rights to Information

- The Freedom of Information Act 2000 is designed to promote openness and accountability amongst all organisations that receive public money.
- Like all NHS contractors, since 1 January 2005 there has been a FOI obligation on optical practices to respond to requests about the NHS related information that they hold, and a right of access to that information has been established in law.
- These rights are subject to exemptions (see below) that have to be taken into consideration before releasing information.
- In addition to accessing the information identified in this guide, you are entitled to request information about our NHS services under the NHS Openness Code 1995.
- 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 any practice where your records are held to do this.

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:

70 Southgate
Sleaford
Lincolnshire
NG34 7RL

Classes of Information

All NHS information at Lunettes Opticians is held, retained and destroyed within NHS guidelines. Our commitment to publish information excludes any information that can be legitimately withheld under the exemptions set out in the NHS Openness Code or Freedom of Information Act 2000, the main reasons being the protection of commercial interests and personal information under the Data Protection Act 1998. This scheme has been written in accordance with those exemptions. The information on this Scheme is grouped into the following categories:

1) Who we are and what we do

- Practice background
- List of practices including contact phone numbers
- Details of the opticians and optometrists employed in our practices can be obtained by contacting that practice directly.
- Alternatively, details of all opticians and optometrists registered in the UK are available from the General Optical Council www.optical.org Tel: 0207 580 3898.
- Company Registration number

2) Financial and funding information: what we spend and how we spend it

For every sight test performed on behalf of the NHS the practices receive a set fee, which is fixed nationally. The Sleaford and Grantham practice also carries out the following enhanced services on behalf of the NHS: Low Vision Service. The fees paid by the NHS for each service are available from the Sleaford practice on request. They include a contribution towards optometrists' and staff salaries, equipment costs and other practice overheads. Information in this class will be published only where it is unlikely adversely to affect the commercial position of the firm or practice.

Full details of the company accounts can be found at www.companieshouse.gov.uk

3) Our Priorities

To provide our patients with high quality eye care.

4) Decision Making

Any decisions made about the provision of NHS-funded services will be reflected in the services we provide and in the contract held with the NHS Lincolnshire.

5) Our policies and procedures;

- Complaints Handling Policy
- Data Management Policy
- Health and Safety Policy
- Infection Control
- Lone Working Policy
- Chaperone Policy

They are available on request from 70 Southgate, Sleaford, Lincolnshire, NG34 7RL.

Complaints

If you have a complaint about any of our products or services, please do discuss any problems with the manager at the practice concerned in the first instance. We find that most issues can be put right at this stage.

A full copy of our [complaints policy](#) is available on request.

6) Lists and Registers

We don't keep lists and registers. Our patient records are confidential.

7) The Services We Offer

All our practices provide NHS-funded sight tests for those who are eligible. Patients may also be entitled to NHS vouchers that can be used against the purchase of spectacles or contact lenses as required. To find out if you are eligible for this assistance please click on the link www.lunettes.co.uk or ask for details in any of our practices.

The Sleaford, Grantham and Ruskington practice also provides the following NHS-funded enhanced services:

- Low Vision Service
- Intra-Ocular Pressure Tests

Appointments for sight tests can be booked over the phone or by dropping into the one of our practices. To find the address or phone number of your local practice, please click on the link www.lunettes.co.uk

Opening times are 9.00 am to 5.00pm Monday to Friday and 9.00am to 3.00pm on Saturdays (except Ruskington is closed on Saturdays).

Regular publications and information for the public

Information about optical and ocular conditions, sight tests, spectacles, and contact lenses, can be found on www.lunettes.co.uk or a number of websites including www.college-optometrists.org and www.optical.org

Some of this information is also available in patient leaflets. These are freely available from all our practices. To request a set of leaflets by post, of which may incur a charge depending on quantity, please write to:

70 Southgate
Sleaford
Lincolnshire
NG34 7RL

Useful Resources

Websites:

- Information Commissioner
www.ico.gov.uk
- Ministry of Justice
<http://www.justice.gov.uk/whatwedo/freedomofinformation.htm>
- General Optical Council
www.optical.org

Publications:

- NHS Openness Code
www.doh.gov.uk/nhsexec/codemain.htm
- Freedom of Information Act 2000
www.hms0.gov.uk/acts/acts2000/20000036.htm

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