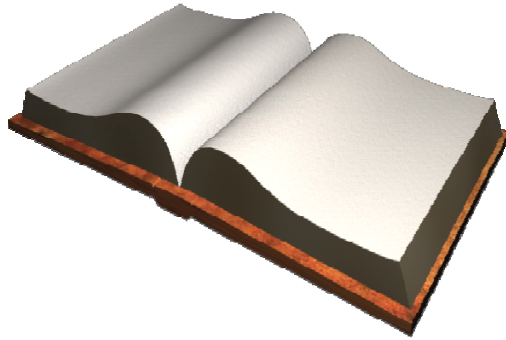


Freedom of Information Model Publication Scheme



Under the *Freedom of Information Act 2000* ("the FOI Act"), we must adopt and maintain a 'publication scheme' ("the Scheme") so that information can be made routinely available to the public.

Puddletown Surgery has adopted the Information Commissioner's 2009 model publication scheme for all public authorities. The model scheme classifies information at a high level and specifies seven classes of information. Most information that we hold falls into the seven classes however this does not mean we must routinely release all the information covered by the broad definitions. The scheme also sets out the circumstances under which we are not required to make information routinely available.

You can view the [model publication scheme on the Information Commissioner's website](#).

A guide to information available

In operating the scheme, we must provide a 'guide to information' giving details of:

- The information we make routinely available
- how the information can be accessed; and
- whether or not a charge will be made for it.

Most information provided in our guide is freely available for downloading from the website. If you want to obtain information in hard copy or the information listed in the guide is not available from the website, you can request this from us by letter, fax or e-mail. Our contact details are:

Puddletown Surgery
Backwater
Puddletown
Dorchester
Dorset DT2 8 SD
Telephone: 01305 848333
Fax: 01305 848061
E-mail: carol.taylor@gp-J81616.nhs.uk