

## **Introduction**

This Guide to Information has been prepared in accordance with the Freedom of Information (Scotland) Act 2002 and the Scottish Information Commissioner's Model Publication Scheme.

Dr Egerton & Partners is a GP practice and, as such, is classed as a Scottish public authority for the purposes of Freedom of Information (FOI). This guide explains:

- what information we routinely make publicly available
- how you can access this information
- what charges (if any) may apply
- how to request information that is not routinely published

This guide will be reviewed regularly and updated as required.

## **About the Practice**

**Practice name:** Dr Egerton & Partners

**Address:** Kirkcaldy, Fife

**Telephone:** 01592 642178

**Email:** Fife.f21007khc@nhs.scot

The practice provides General Medical Services (GMS) under contract with NHS Fife in accordance with the NHS (General Medical Services Contracts) (Scotland) Regulations.

## **Our Functions and Services**

We provide NHS primary medical services to patients registered with the practice, including:

- General medical consultations
- Chronic disease management
- Health promotion and screening
- Family planning services
- Referrals to secondary and community care services

Further information about our services is available on the practice website or on request.

## **How We Take Decisions and What We Have Decided**

Decisions affecting the operation of the practice and the delivery of NHS services are taken in line with:

- NHS Scotland guidance and legislation
- The General Medical Services contract
- Local NHS Board policies and directions

Records may be held relating to:

- Practice policies and procedures
- Clinical governance and quality improvement activity
- Health and safety arrangements

Not all decision-making records are routinely published; however, information may be requested under FOI, subject to exemptions.

## **What We Spend and How We Spend It**

Information may be held relating to:

- NHS income received under the GMS contract
- Practice expenses and running costs
- Premises and service charges

Detailed financial information is not routinely published. Information may be requested under FOI where appropriate, subject to commercial confidentiality and other legal exemptions.

## **Accessing Information Under the Scheme**

Most information covered by this guide is available:

- Directly on our practice website
- On request by contacting the practice

Information will normally be provided electronically where possible.

## **How to Request Information Not Published**

If the information you are seeking is not already published, you may make a Freedom of Information request.

Requests should be made in writing (email or letter) and include:

- Your name
- Contact details
- A clear description of the information requested

### **FOI Contact:**

Practice Manager

Dr Egerton & Partners

Kirkcaldy, Fife

Email: Fife.f21007khc@nhs.scot

We aim to respond within **20 working days**, as required by law.

### **Information We May Withhold**

Some information cannot be disclosed under the Freedom of Information (Scotland) Act 2002. This includes:

- Personal data and confidential patient information
- Health records (which must be requested under data protection legislation)
- Information subject to legal, professional, or commercial confidentiality

Where information is withheld, we will explain the reason.

### **Charging Policy**

Information is normally provided free of charge. In some cases, a reasonable fee may be charged for:

- Photocopying
- Printing
- Postage

Any charges will be communicated in advance.

### **Copyright and Re-use of Information**

Unless otherwise stated, information provided by the practice may be used for personal use. Permission may be required for re-use for commercial purposes.

## **Records Management and Disposal Policy**

The practice manages and disposes of records in accordance with the Records Management Code of Practice for Health and Social Care (Scotland).

## **Feedback and Complaints**

We welcome feedback about the information we publish.

If you are unhappy with our response to an FOI request, you may:

1. Request a review by the practice
2. If still dissatisfied, appeal to the Scottish Information Commissioner

Details of our complaints process are available on the practice website.

## **How to Access Information in Alternative Formats**

Information can be provided in alternative formats on request, where reasonable, to support accessibility needs.

**Last reviewed:** March 2026