

**GUIDE TO THE INFORMATION PUBLISHED BY CONGLETON DENTAL  
CENTRE LIMITED  
OF 11 WEST STREET CONGLETON CHESHIRE  
CW12 1JN**

**This is a guide to the information published by each of the NHS dentists at the Congleton Dental Centre Limited. This guide is the dentists' Publication Scheme as required by the Freedom of Information Act 2000.**

The dentists are :

Carly Mellor  
Charlotte Oliver  
Stephen Jones  
Rinki Kumari  
Kate Mape  
Peace Emojevbe  
Carl Paisley  
Kathleen Byrne  
Andrew Mellor  
Rebecca Mellor

The hygienists are:

Jennifer Yousaf  
Sue Jones

**Introduction**

This guide will be reviewed at regular intervals and we will monitor its effectiveness.

**How much do they cost?**

All publications are free unless otherwise stated.

**How are they published?**

All of the information is available in hard copy from reception

## **Your right to information**

As well as our published information, present and former patients of the practice have the right to access the personal information that we hold about them in accordance with the Data Protection Act 1998. Details of how to do this is contained in the Practice Data Protection Policy which is available from Sarah Young

## **Feedback**

We have produced this guide in order to comply with the Freedom of Information Act 2000. The purpose of the Act is to encourage organizations working for the public to be more open about the information they have. We welcome your views on additional classes of information which might be included and on the publications themselves. If you have any comments or suggestions about the scheme, please send them in writing to Carly Mellor at the Practice

## **Classes of information**

We hold various types of information which we review, retain or dispose of according to NHS rules. Our information is classed into seven categories:

1. Who we are
2. Our services
3. Financial information
4. Information for patients and the public
5. Complaints
6. Our policies and procedures
7. This guide.

### ***Class 1: Who we are***

Details of all the dentists, dental therapists and dental hygienists are contained in the practice information leaflet and practice website. Details include name, sex and date of first registration with the General Dental Council, specialist status and whether they are full or part time. The name of the practice manager is also included.

### ***Class 2: Our services***

Information about our services is contained in the practice's patient information leaflet which is available at Reception and the practice website [www.congletondental.co.uk](http://www.congletondental.co.uk). The information includes:

- Opening times
- Arrangements for emergency care
- Details of access to the premises for people with disabilities
- Whether we have a dental hygienist or orthodontic treatment is available
- Whether we provide intravenous sedation for anxious patients
- Information about the care and treatment provided by the practice

### ***Class 3: Financial information***

We have information about:

- The cost of NHS treatment
- Entitlement to exemption and remission from NHS dental charges
- Our private charges

Our income from the NHS derives primarily from our PDS NHS contract with Cheshire, Warrington and Wirral Area Team.

### ***Class 4: Information for patients and the public***

We make available information leaflets about:

- Types of dental treatment
- Healthy diet
- Healthy teeth
- Reducing anxiety about dental care
- Other health information
- NHS information leaflets.

Copies of leaflets are available from Reception.

### ***Class 5: Complaints***

We have a practice complaints procedure, a copy of which is available from Reception

### ***Class 6: Practice policies***

We have policies and procedures which ensure that the practice operates in a safe and efficient manner. These include:

- Data protection
- Data security
- Confidentiality
- Health and Safety
- Radiation protection
- Infection control
- Equal opportunities.

Copies of these policies and more are available from Reception.

### ***Class 7: This guide***

This guide will be reviewed regularly and we will also keep the list of publications up to date.

From January 2005 we have been required by the Freedom of Information Act to respond to requests from the public to access recorded information that we hold. There are some exemptions to this right and it does not change the rights of our patients to have all of their personal information kept strictly confidential and available to them on request.

### **Further information**

Further information on the Freedom of Information Act is available from the following websites:

[www.informationcommissioner.gov.uk/England/Wales/Northern Ireland](http://www.informationcommissioner.gov.uk/England/Wales/Northern%20Ireland)

[www.lcd.gov.uk/England/Wales/Northern Ireland](http://www.lcd.gov.uk/England/Wales/Northern%20Ireland)

[www.foi-England/Wales/Northern Ireland.org](http://www.foi-England/Wales/Northern%20Ireland.org)

[www.foi.nhs.uk/England/Wales/Northern Ireland/practice](http://www.foi.nhs.uk/England/Wales/Northern%20Ireland/practice)

**ANNEX 2 – ENGLAND, WALES & NORTHERN IRELAND**

**FREEDOM OF INFORMATION ACT 2000 - PUBLICATION SCHEMES**

**DECLARATION FORM**

CONGLETON DENTAL CENTRE LIMITED OF 11 WEST STREET CONGLETON  
CHESHIRE CW12 1JN

Names of dentists at the practice covered by this scheme

Andrew Mellor

Carly Mellor

Charlotte Oliver

Stephen Jones

Rinki Kumari

Kate Mape

Peace Emojevbe

Carl Paisley

Kathleen Byrne

Rebecca Mellor

Of 11 West Street Congleton Cheshire CW12 1JN

have adopted the British Dental Association's Model Publication Scheme for dental practices produced in accordance with section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

The contact details for the person who will be responsible for maintaining the publication scheme and who should be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act are:

Carly Mellor Senior Dentist of 11 West Street Congleton Cheshire CW12 1JN

**Updated 30/5/2019**