### **Twins Eye Care Freedom of Information Act Statement**

**Effective Date:** 15/10/2024

**Reviewed by:** Hamzah Nazir

**Approved by:** Rameez Nazir

#### **1. Introduction**

This statement outlines the commitment of Twins Eye Care to comply with the Freedom of Information Act (FOIA) 2000. The Act gives the public the right to access information held by public authorities, promoting transparency and accountability.

#### **2. Scope**

This statement applies to all information held by Twins Eye Care related to its functions and operations, including patient care, administrative practices, and compliance with relevant regulations.

#### **3. Information Available**

Under the Freedom of Information Act, individuals can request access to information, which may include but is not limited to:

* Policies and procedures related to patient care and services.
* Financial information, including budgets and expenditure.
* Organizational structure and staff roles.
* Reports and evaluations of services provided.
* Minutes of meetings and decision-making processes.

#### **4. Making a Request**

To make a request for information under the FOIA, please follow these steps:

1. Submit a written request by email or post to:
	* **Email:** Twinseyecare@gmail.com
	* **Address:** 18 The Drive, Peterborough, PE36AJ
2. Clearly specify the information you are requesting and provide your contact details.
3. Requests will be acknowledged within 5 working days **and a response will be provided within 20 working days** unless an exemption applies.

#### **5. Exemptions**

Certain information may be exempt from disclosure under the FOIA. This includes:

* Personal data that would violate privacy rights.
* Information that is subject to legal privilege.
* Commercially sensitive information.
* Information that may harm national security or public safety.

#### **6. Fees**

In most cases, information will be provided free of charge. However, if the cost of locating, retrieving, or processing the information exceeds £100, a fee may be charged. The requester will be informed of any applicable fees before processing the request.

#### **7. Review and Updates**

This FOIA statement will be reviewed annually to ensure compliance with legislation and to reflect any changes in Twins Eye Care’s operations.

#### **8. Contact Information**

For further information about the Freedom of Information Act or to submit a request, please contact:

* **Data Protection Officer**
* **Email:** Twinseyecare@gmail.com, addressing Rameez Nazir
* **Phone:** 07999324341 asking for Rameez Nazir

**Acknowledgment of Understanding**

By signing below, I acknowledge that I have read and understood the Freedom of Information Act Statement of Twins Eye Care.

**Staff Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_