



**Information available from Langman & Associates under the Freedom of Information Act Publication Scheme**

Information covered by this scheme is only about the personal dental services we provide under the National Health Service Act 2006.

| Information to be published                                                                                                                                                    | How the information can be obtained                                                                                                                                                                                                                                                                                                                                      | Cost             |
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| <p><b>Class1 - Who we are and what we do</b><br/>           (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> | <p>Practice Leaflet<br/>           Website – <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a><br/>           The NHS Website – <a href="http://www.nhs.uk">www.nhs.uk</a></p>                                                                                                                                                                      | <p>No charge</p> |
| <p>Who's who in the practice</p>                                                                                                                                               | <p>Dentists providing NHS &amp; private services are listed on our website @ <a href="https://www.langmansdental.co.uk/the-team/">https://www.langmansdental.co.uk/the-team/</a><br/>           DCP's and support staff are introduced on our practice website @ <a href="https://www.langmansdental.co.uk/the-team/">https://www.langmansdental.co.uk/the-team/</a></p> | <p>No charge</p> |
| <p>Contact details for the practice (named contacts where possible with telephone number and email address (if used))</p>                                                      | <p>These details are available in our patient information leaflet, which can be obtained from reception or on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a>.<br/>           They are also detailed on The NHS website – <a href="http://www.nhs.uk">www.nhs.uk</a></p>                                                            | <p>No charge</p> |
| <p>Opening hours</p>                                                                                                                                                           | <p>These details are available in our patient information leaflet, which can be obtained from reception or on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a>. They are also detailed on The NHS Website – <a href="http://www.nhs.uk">www.nhs.uk</a></p>                                                                           | <p>No charge</p> |
| <p>Staffing structure</p>                                                                                                                                                      | <p>A copy of our organisation/structure chart is available from our Compliance &amp; HR Manager (Samantha McConnell).<br/> <a href="mailto:sam@langmansdental.co.uk">sam@langmansdental.co.uk</a><br/>           Full team details are also available on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a></p>                        | <p>No charge</p> |

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| <p><b>Class 2 – What we spend and how we spend it</b><br/>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p> |                                                                                                                                                                                                                                                                                                                                          |                  |
| <p>Total final costs of our contracted services</p>                                                                                                                                                                                               | <p>Information on NHS funding and contract targets is available from Dr. David James Langman. E-mail <a href="mailto:enquiries@langmansdental.co.uk">enquiries@langmansdental.co.uk</a></p>                                                                                                                                              | <p>No charge</p> |
| <p><b>Class 3 – What our priorities are and how we are doing</b><br/>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>                                            |                                                                                                                                                                                                                                                                                                                                          |                  |
| <p>Plans for the development and provision of NHS services</p>                                                                                                                                                                                    | <p>These details are available in our patient information leaflet, which can be obtained from reception or on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a><br/>Information is also available on The NHS Website – <a href="http://www.nhs.uk">www.nhs.uk</a></p>                                 | <p>No charge</p> |
| <p>Practice Inspection</p>                                                                                                                                                                                                                        | <p>The date and conclusions of our last practice inspection are available by asking Samantha McConnell (Compliance &amp; HR Manager). E-mail <a href="mailto:sam@langmansdental.co.uk">sam@langmansdental.co.uk</a> or by locating our CQC Inspection Reports on their website at <a href="http://www.cqc.org.uk">www.cqc.org.uk</a></p> | <p>No charge</p> |
| <p><b>Class 4 – How we make decisions</b><br/>(Decision making processes and records of decisions)</p> <p>Current and previous year as a minimum</p>                                                                                              |                                                                                                                                                                                                                                                                                                                                          |                  |
| <p>Records of decisions made in the practice affecting the provision of NHS services</p>                                                                                                                                                          | <p>As a small business, formal records of management decisions are not normally recorded other than in minutes of Management Meetings and discussions at staff meetings.</p> <p>Any changes in the provision of NHS services would be incorporated into an updated patient information leaflet,</p>                                      | <p>No charge</p> |

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|                                                                                                                                                                                                                           | which can be obtained from reception. We may also notify patients by notices in our reception area, inform patients via our practice newsletter which would be published on our website <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a> , published on our social media platforms – Facebook, Twitter and Instagram or e-mailed directly to patients |           |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only (delete any policies not actually held) |                                                                                                                                                                                                                                                                                                                                                                             |           |
| Equality and diversity policy                                                                                                                                                                                             | A copy of this policy can be obtained from the Compliance & HR Manager Samantha McConnell – <a href="mailto:sam@langmansdental.co.uk">sam@langmansdental.co.uk</a>                                                                                                                                                                                                          | No charge |
| Health and safety policy                                                                                                                                                                                                  | A copy of this policy can be obtained from the Compliance & HR Manager Samantha McConnell – <a href="mailto:sam@langmansdental.co.uk">sam@langmansdental.co.uk</a>                                                                                                                                                                                                          | No charge |
| Complaints procedures (including those covering requests for information and operating the publication scheme)                                                                                                            | A copy of this policy can be obtained from reception or on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a>                                                                                                                                                                                                                             | No charge |
| Records management policies (records retention, destruction and archive)                                                                                                                                                  | A copy of our records management and data security policies can be obtained from the Compliance & HR Manager Samantha McConnell – <a href="mailto:sam@langmansdental.co.uk">sam@langmansdental.co.uk</a>                                                                                                                                                                    | No charge |
| Confidentiality, privacy notices and data security policies                                                                                                                                                               | A copy of our confidentiality and data security policies can be obtained from the Compliance & HR Manager Samantha McConnell – <a href="mailto:sam@langmansdental.co.uk">sam@langmansdental.co.uk</a><br>The Data Privacy Notice for Patients is accessible on our website <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a>                           | No charge |
| Policies and procedures for handling requests for information                                                                                                                                                             | This information is contained within this                                                                                                                                                                                                                                                                                                                                   | No charge |

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|                                                                                                                                                                                                      | Document and within our 'Access to Information Held by the Practice' document which is accessible on our website <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a>                                                                                                                                                                                                                                                                                                                                    | (Some conditions may apply) |
| <b>Class 6 – Lists and Registers</b><br>Currently maintained lists and registers only                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                             |
| Any publicly available register or list                                                                                                                                                              | Dentists and qualified Dental Care Professionals are registered with the General Dental Council and can be found at <a href="http://www.gdc-uk.org">www.gdc-uk.org</a> .<br><br>GDC registration numbers of dentists are available in our Practice Information Leaflet and details of all registrants are available on our website <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a>                                                                                                                  |                             |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>Current information only |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                             |
| The services provided under contract to the NHS                                                                                                                                                      | These details are available in our patient information leaflet, which can be obtained from reception or on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a>                                                                                                                                                                                                                                                                                                                            | No charge                   |
| Charges for services                                                                                                                                                                                 | These details are available on the private fee list or NHS Fees leaflet, which can be obtained from reception or on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a> .<br><br>Individual quotes can be obtained from your dentist.<br><br>NHS Dental Charges can also be viewed at:<br><a href="https://www.nhs.uk/using-the-nhs/nhs-services/dentists/understanding-nhs-dental-charges/">https://www.nhs.uk/using-the-nhs/nhs-services/dentists/understanding-nhs-dental-charges/</a> | No charge                   |
| Information leaflets                                                                                                                                                                                 | Patient information leaflets can be obtained from reception or on our website @ <a href="http://www.langmansdental.co.uk">www.langmansdental.co.uk</a> .                                                                                                                                                                                                                                                                                                                                                                   | No charge                   |

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|  | <p>Due to Covid-19, NHS and other patient information leaflets have been removed from our surgeries and waiting areas.</p> <p>Information can be provided on request by telephoning the practice or e-mail <a href="mailto:enquiries@langmansdental.co.uk">enquiries@langmansdental.co.uk</a></p> |  |
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Signed: S.J.McConnell

Samantha McConnell (Compliance & HR Manager)

22.09.2020

Review Date: 22.09.2021