

Freedom of Information Act 2000
ROYAL PHARMACEUTICAL SOCIETY OF GREAT BRITAIN PUBLICATION
SCHEME

PART 1: INTRODUCTION

Under the Freedom of Information Act 2000 (“the FOI Act”), we will adopt and maintain a ‘publication scheme’ (“the Scheme”) so that information can be made available to the public. The Scheme has been approved by the Information Commissioner and follows the standard format used by health regulatory bodies in the United Kingdom. The Scheme will be regularly reviewed.

The Royal Pharmaceutical Society of Great Britain

The Royal Pharmaceutical Society of Great Britain (RPSGB) is the statutory regulatory body for pharmacists in Great Britain, established in 1841 and receiving its by Royal Charter in 1843.

Objectives of the Society

The primary objective of the Society is to lead, regulate and develop the pharmacy profession. The Society has responsibility for a range of functions regulating pharmacy education and training, entry into the profession and maintenance of standards. The Society is responsible for dealing with poor performance, misconduct and removal from the Register. The Society leads and supports the development of the profession in the public interest and promotes the profession's policies and views to a range of external stakeholders in a number of different fora.

Freedom of Information

The Freedom of Information Act was passed on 30 November 2000. It created a general right of access to all types of recorded information held by public authorities. It also sets out exemptions from that right and places a number of obligations on public authorities.

The Information Commissioner has a duty to promote best practice under the FOI Act and to ensure compliance. The Commissioner’s address is:

The Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

www.informationcommissioner.gov.uk

Your rights to information under the FOI Act will come into force on 1 January 2005. From that date, with certain exemptions, the RPSGB will be required to:

- Let you know in writing or by e-mail if we hold the information you have asked for; and
- Provide to you any information we have within 20 working days

Freedom of Information Act 2000
ROYAL PHARMACEUTICAL SOCIETY OF GREAT BRITAIN PUBLICATION
SCHEME

We will also have a general duty to provide advice or assistance to you or to anyone seeking information (e.g. to explain what information is available or to clarify what you want to know).

Purpose and Structure of the Scheme

The purpose of the Scheme is to let you know what information is readily available from us. By 'readily available' we mean information that is on our website, or that can be obtained from us by letter, fax or e-mail.

In creating and reviewing this Scheme, we have to consider the public interest when:

- Allowing public access to the information we hold; and
- Publicising the reasons for decisions that we make.

By law, our Scheme must:

- Set out the classes of information that we publish or intend to publish;
- Say how we will publish the information in each class; and
- Say if we will provide the information free or charge for it.

The Scheme is in three parts:

- Part 1 tells you about the Scheme
- Part 2 sets out the classes or types of information that we publish or intend to publish. It also contains a list of classes of information that will generally not be made available.
- Part 3 is the Publications List, which tells you what information is published, how it can be obtained and whether it is free of charge

The Scheme is available on the RPSGB website (<http://www.rpsgb.org/>) or from the RPSGB offices.

The purpose of the Scheme is to make information available before you need to ask for it.

Obtaining Information under the Scheme

The RPSGB routinely publishes large volumes of information on its website. Most information provided in the scheme will be freely available for downloading from the website. Other information listed in this Scheme, which is not available from the website, will be available when requested in writing from the RPSGB offices at the address given at the end of Part I

Like most organisations, the RPSGB makes use of abbreviations on its documents and other records. We try to make sure such abbreviations are kept to a minimum. If necessary, we will provide an explanation of any abbreviations used.

Freedom of Information Act 2000
ROYAL PHARMACEUTICAL SOCIETY OF GREAT BRITAIN PUBLICATION
SCHEME

Exempted Information

The FOI Act provides exemptions for certain classes of information. If the exemptions apply to the information you have requested you will be informed in writing. However, the RPSGB is not obliged to confirm or deny if such information is held.

Charging for Information in the Scheme

Generally, access to information held by the RPSGB will be free of charge. Single copies of any publication listed in Part 3 will normally be available free of charge from our website or from the Society's offices.

Charges may be imposed for:

- Producing multiple copies of specified information in paper or other format
- Specified hard copy publications

Charges will reflect the staff time necessary to produce the information and any copying and postage. We will let you know these charges when you request the information and we will require payment in advance.

Charging Regimes

In the Publications List we indicate which of the following charging regimes could apply:

Free on Website (FOW)	There is no charge made by us for you downloading the information from the website, although the user will have to meet any charges made by the Internet Service Provider ("the ISP") and/or telephone company as well as any personal costs for printing, etc.
Free of Charge Hard Copy (FOHC)	Indicates that information will be provided in a hard copy format from the RPSGB offices free of charge.
Chargeable Hard Copy (CHC)	Indicates information that is available from the RPSGB offices on payment of a charge.

Freedom of Information Act 2000
ROYAL PHARMACEUTICAL SOCIETY OF GREAT BRITAIN PUBLICATION
SCHEME

Copyright

Material made available through our scheme is subject to RPSGB or third party copyright. RPSGB information may be reproduced for personal or professional use only, in accordance with general Copyright Licensing Agency guidelines. Where information is reproduced, it must be reproduced accurately, not used in a misleading context and an appropriate acknowledgement must be inserted.

Permission to reproduce material does not extend to any material accessed through the Scheme that is in the copyright of third parties. You must obtain permission to reproduce such information from the copyright holder concerned.

Information made available under this Scheme must NOT be reproduced, copied or otherwise used for any commercial purposes.

Reviewing and Updating the Scheme

- We will review our Scheme annually. New material will be added to the Publications List monthly and brought to the attention of users through the website..

Requests for Personal Information

Under the Data Protection Act 1998 (“the DPA”), you already have a statutory right to have access to personal data we hold about you on computer or in a structured manual file (i.e. on paper). You also have the right to expect the RPSGB, as the Data Controller, to ensure that data is:

- Processed fairly and lawfully
- Obtained for specific and lawful purposes
- Adequate, relevant and not excessive for that purpose
- Accurate and, where necessary, kept up to date
- Not kept for longer than is necessary
- Processed in accordance with your rights as the data subject
- Kept secure
- Not transferred abroad unless to countries with adequate data protection laws

For the purposes of the DPA:

- “Personal data” is information that relates to a living identifiable person
- “The Data Controller” is the person or organisation that controls the purpose and manner in which data is processed
- “The Data Subject” is the person to whom the data relates

Where we are the Data Controller, and subject to certain exemptions (see below), you are entitled to be told whether we hold personal data about you and, if so:

- To be given a description of the personal data in question
- To be told for what purposes the personal data is processed

Freedom of Information Act 2000
ROYAL PHARMACEUTICAL SOCIETY OF GREAT BRITAIN PUBLICATION
SCHEME

- To be told the recipients, or classes of recipients, to whom the personal data is or may be disclosed
- To be given a copy of any personal data held with any unintelligible terms, acronyms or codes explained
- To be given any information available to us as to the source of the personal data

Exempted Information

As with the FOI Act, the DPA provides some exemptions to disclosure in relation to certain classes of information. If the exemptions apply to the information you have requested you will be informed in writing. However, the RPSGB will not necessarily confirm or deny if such data is held about you.

Contact Details for Information under the Freedom of Information Act or under the Data Protection Act:

Freedom of Information: Information listed under the Publication Scheme may be requested by letter, fax or e-mail.

Data Protection: A fee of £10 must accompany your request for personal data under the Data Protection Act. You will be required to supply proof of your identity. You may also be required to provide us with further information in order to allow us to locate the information that you seek. A request for access to personal data will be dealt within 40 days of receipt of the request and payment of the fee.

Overall responsibility for the Scheme resides in the Society's Council. Day to day responsibility for the Scheme rests with the Information Access Team. All requests for information under either act should be sent to:

Information Access Team
Secretary & Registrar's Office
Royal Pharmaceutical Society of Great Britain
1 Lambeth High Street
London SE1 7JN

E-Mail: infoaccessteam@rpsgb.org
Fax: 020 7572 2500

Freedom of Information Act 2000
ROYAL PHARMACEUTICAL SOCIETY OF GREAT BRITAIN PUBLICATION
SCHEME

Tell us what you think

We are committed to expanding the amount of information in this Publication Scheme and ensuring that you can find, request and receive the information easily. New information will be placed on the Scheme regularly. You will appreciate that reviewing and publishing material is in some cases a costly process and may take some time.

However, we will endeavour to ensure that our Scheme contains information that is of use to everyone interested in understanding more about the activities of the RPSGB. If you have any comments on this Scheme please write to the RPSGB's offices at the address given above.

Complaints

If you have a complaint about the operation of the Scheme, or about the way in which your request for personal data has been dealt with, please write to the RPSGB Complaints Office seeking resolution of your complaint.

The address to write to is:

Complaints Office
Information Centre,
Royal Pharmaceutical Society of Great Britain
1 Lambeth High St.
London SE1 7JN

If you are not satisfied with the response that you receive, you may write to the Information Commissioner, who is appointed to consider such complaints, at the address shown above.

Freedom of Information Act 2000
ROYAL PHARMACEUTICAL SOCIETY OF GREAT BRITAIN PUBLICATION
SCHEME

PART 2: CLASSES OF INFORMATION

Introduction

This Scheme aims to make as much of our information as possible readily accessible to the public, on a continuous basis. We are committed to releasing more material in the future.

The RPSGB will make available information within the Information Classes described below. Information falling into the classes below will be retained in accordance with our Data and Documents Retention Policy.

The RPSGB has adopted a model Scheme developed nationally for all health regulatory bodies. The type of information provided through this Scheme by the RPSGB will be similar to that available from other health regulatory bodies.

Under each Information Class can be found brief descriptions of the information available within the class.

Under each publication listed in the Publications List can be found:

- The format in which the information is made available
- "Notes" containing any relevant additional information
- An indication as to any charge that may be made

Information Classes

We will publish information in the following classes, some of which may be chargeable (see Section 3):

Administration

- Information relating to the administrative structure of the organisation
- Information relating to finance and business planning
- Information relating to employment
- Information relating to the governance and work of the Council

Registration

- Information relating to the Register
- Information relating to requirements for registration

Education

- Information relating to standards in education
- Information relating to recognised qualifications

Fitness to Practice

- Information relating to standards of conduct and competence
- Information relating to investigations and Fitness to Practise proceedings

Freedom of Information Act 2000
ROYAL PHARMACEUTICAL SOCIETY OF GREAT BRITAIN PUBLICATION
SCHEME

Communications

- Specified publications produced by the organisation
- Press Statements

Other Information

- Any other information that does not relate to one of the other classes outlined above

Exempted Information

The following information will not normally be made available to the public.

Administration

- Sensitive personal information relating to members of staff, Members of Council, visitors or advisors, including specific terms and conditions of employment and remuneration
- Minutes of, and supporting papers relating to, matters discussed in closed sessions of Council, committee or working group meetings
- Financial information relating to specific contracts or other commercially sensitive matters

Registration

- Sensitive personal information relating to applicants and registrants, except where such disclosure is required by statute or has otherwise been previously notified to the data subject
- Any details of registrants where the RPSGB has reason to believe that such information may be used for commercial purposes

Education

- Documentation relating to the recognition/approval or otherwise of individual qualifications or educational institutions

Fitness to Practise

- Papers relating to preliminary investigations
- Personal data relating to complainants
- Any evidence adduced at a hearing before Statutory Committee, except where such material appears in the transcripts of such proceedings

All Classes

- Any information subject to legal professional privilege, or other relevant privilege, for such period as the privilege remains active
- Any other information that may be subject to exemption under the provisions of the FOI Act, subject to case by case consideration of individual requests

Freedom of Information Act 2000
ROYAL PHARMACEUTICAL SOCIETY OF GREAT BRITAIN PUBLICATION SCHEME

PART 3: PUBLICATIONS LIST

In this section are details of the information readily available from the RPSGB, together with an indication as to how such information may be obtained and whether there is any charge. Availability and costs will be indicated using the following codes:

- | | |
|----------------------------------|---|
| Free on Website (FOW) | There is no charge made by us for downloading you the information from the website, although the user will have to meet any charges made by the ISP and/or telephone company as well as any personal costs for printing, etc. |
| Free of Charge Hard Copy (FOCHC) | Indicates that information will be provided in a hard copy format from the RPSGB office free of charge. |
| Chargeable Hard Copy (CHC) | Indicates information that is available from the RPSGB offices on payment of a charge. |

Class	Sub-class	Title/Description	Notes	Availability
<u>Administration</u>	Staff	Staff List/Who Does What	List of RPSGB staff and key responsibilities	FOCHC
		Staff Employment Policy	Policies on employee relations. Equal opportunities, training, health & safety, and whistleblowing.	FOW
		Staff Code of Conduct/ Guidance on Interests		FOW
	Finance	Complaints vs. RPSGB/Staff Procedure		FOW
Financial statements		Audited financial statements. Available after submission to Society AGM.	FOW/FOCHC	

Freedom of Information Act 2000
ROYAL PHARMACEUTICAL SOCIETY OF GREAT BRITAIN PUBLICATION SCHEME

Class	Sub-class	Title/Description	Notes	Availability
	Council	Business Plan Members List	List of members of the RPSGB Council	FOW FOW/FOCHC
		Open Minutes and Agendas of Council	Minutes of open sessions of meetings of the Council	FOW
		Register of Council Members' Interests	Register of the Direct, Indirect and Non-Pecuniary interests of members of Council. Regularly updated. (Direct interests are included in the Annual Review, see below).	FOCHC
	Annual Report	Annual Review	Annual review produced by the RPSGB.	FOCHC
<u>Registration</u>	Register			
		Published Register	From 2004	Hard copy available for reference in the Society's library
		Online Registers (Pharmacists and Technicians)	Search facility available through website.	FOW

Freedom of Information Act 2000
ROYAL PHARMACEUTICAL SOCIETY OF GREAT BRITAIN PUBLICATION SCHEME

Class	Sub-class	Title/Description	Notes	Availability
	Registration	Registration Information Pack	Applicant Categories: UK Pre-Registration EEA nationals Reciprocity arrangements Adjudication	FOW/FOCHC
<u>Education</u>		Criteria for the Recognition of Degrees in Pharmacy	The document outlines the requirements courses and institutions must meet in order to offer a recognised qualification.	FOW
		Accredited Pharmacy University degrees Approval Packs	Undergraduate courses An information pack detailing how to have a premises approved for pre-registration training is available on demand. Lists of approved premises are available.	FOW FOW
<u>Fitness to Practice</u>	Standards & Conduct	Medicines, Ethics and Practice: A Guide for Pharmacists Practice Guidelines	Includes guidance on legislation and code of ethics and standards	CHC FOW/FOCHC
	Complaints	Complaints Statistics	In relation to pharmacists/pharmacies	FOW/FOCHC

Freedom of Information Act 2000
ROYAL PHARMACEUTICAL SOCIETY OF GREAT BRITAIN PUBLICATION SCHEME

Class	Sub-class	Title/Description	Notes	Availability
	Statutory Committee	Date of meeting & brief summary of allegations to be heard		FOW/ FOCHC
		Notices of Findings	Name of Individual and result of Inquiry	FOW
		Transcripts of Proceedings	Statutory Committee transcripts available on request	CHC
		Publication Schedule	Publication of dates and brief summaries of allegations to be heard by Statutory Committee.	FOW
	Appeals	Notice that an appeal has been made to the High Court from a direction of Statutory Committee		FOW (in PJonline) CHC/FOCHC in Pharmaceutical Journal
		Notices of Findings	Outcome of High Court Hearing	FOW/FOCHC
<u>Communications</u>	Publications			

Freedom of Information Act 2000
ROYAL PHARMACEUTICAL SOCIETY OF GREAT BRITAIN PUBLICATION SCHEME

Class	Sub-class	Title/Description	Notes	Availability
		Published Catalogue		FOW/FCHC
		Journals	Pharmaceutical Journal, Hospital Pharmacist Tomorrow's Pharmacist Prescribing and Medicines Management, International Journal of Pharmacy Practice	CHC/FOCHC FOW
	Press releases and statements	Press releases section	Archive of press releases/ statements/ clarification notes issued to the press on a variety of topics.	FOW/FOCHC
		Information Leaflets about pharmacists/pharmacies:		FOW/CHC/FOCHC
		Leaflet for new members of the society "Helping Pharmacists Achieve Excellence"		
		General Information about medicines		FOW

Freedom of Information Act 2000
ROYAL PHARMACEUTICAL SOCIETY OF GREAT BRITAIN PUBLICATION SCHEME

Class	Sub-class	Title/Description	Notes	Availability
		General information about pharmacists		FOW
<u>Other Information</u>	Reports, Reviews and Briefing Papers		To Parliament; Health Policy Reviews	FOW
			Society responses to external consultation documents	FOW
	Reports and Statements on Society		Consultation papers about the Society	FOW
			Information on Special Interest/Pharmacy Development Groups, Branches. Information on RPSGB work/services	

RPSGB FOI Publication Scheme Page 14 of 15

Freedom of Information Act 2000
ROYAL PHARMACEUTICAL SOCIETY OF GREAT BRITAIN PUBLICATION SCHEME

Reports/Resource
to assist
Pharmacists

Audit Templates/CD ROMs,
information on careers,
Practice research awards,
Conferences and workshops
Practice research reports,
Law and ethics fact sheets
Information centre fact sheets

FOW/FOCHC