

Information available from Pharmacy2U Limited under the Freedom of Information Act model publication scheme

(Information covered by this scheme is only about the pharmaceutical services we provide under contract to the National Health Service and/or to other public sector organisations. It does not include any information that is not held, or is otherwise exempt from release)

Information to be published	How the information can be obtained (e.g. hard copy, website)	Cost
Class 1 – Who we are and what we do (organisational information, structures, locations and contacts) this will be current information only		
Pharmacy2U background	Details available on our Website – www.pharmacy2u.co.uk	Free
Contact details for Pharmacy2U	Details available on our Website – www.pharmacy2u.co.uk support@pharmacy2u.co.uk	Free
Details of our pharmacy providing NHS-funded services	Details available on our Website - www.pharmacy2u.co.uk	Free
Opening hours	Details available on our Website - www.pharmacy2u.co.uk	Free
Meetings with pharmaceutical companies and other medical suppliers	Not available	N/A
Class 2 – What we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum Information in this class will be published only where it does not and is not likely to adversely affect the commercial position of Pharmacy2U There may be circumstances in which some of the material in this class cannot be released, for example because it is confidential or commercial information, or it is personal data under the Data Protection Act 2018, or because the appropriate officer designated for these purposes under the Act has taken the view that releasing the information may be prejudicial to the conduct of our affairs		
Total cost to the NHS and other public sector organisation(s) to which we provide our contracted services	Not available	N/A
Class 3 – What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Plans for the development and provision of NHS services	Our work with the NHS for the provision of NHS services is continually reviewed and enhanced. Information about new plans and our provision of NHS services is available on written request from our Chief Pharmacy Officer at: Pharmacy2U Ltd 1 Hawthorn Park Leeds LS14 1PQ	Free
Inspection reports by regulators, or links to the Reports	Not available	N/A
Audit of NHS income (outline only)	Not available	N/A
Class 4 – How we make decisions (decision making processes and records of decisions) Current and previous year as a minimum		

Information about our values and purpose can be found on our website under 'About Us'		
Records of decisions made within the business affecting the provision of NHS services	Not available	N/A
Class 5 – Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures about Customer Service	Available on written request via support@pharmacy2u.co.uk	Free
Internal instructions to staff and policies relating to the delivery of services.	Available on written request via support@pharmacy2u.co.uk	Free
Policies and procedures about recruitment and employment of staff	Available on written request via support@pharmacy2u.co.uk	Free
Equality and diversity policy	Available on written request	Free
Health and safety policy	Available on written request	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Available on written request via support@pharmacy2u.co.uk	Free
Records management policies (records retention, destruction and archive) All information at Pharmacy2U is held, retained and destroyed in accordance with NHS guidelines	Available on written request via dpo@pharmacy2u.co.uk	Free
Confidentiality and data protection policies	Available on written request via dpo@pharmacy2u.co.uk	Free
Policies and procedures for handling requests for information	Available on written request via dpo@pharmacy2u.co.uk	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or lists	'None held'	N/A
Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public) Current information only		
The services provided under contract to the NHS and to other public authorities	Details available on our Website – www.pharmacy2u.co.uk	Free
Charges for any of these services	Not available	N/A
Information leaflets	Details available on our Website – www.pharmacy2u.co.uk	Free
Out of hours arrangements	Details available on our Website – www.pharmacy2u.co.uk	Free