

FREEDOM OF INFORMATION (FOI)

The Freedom of Information (Scotland) Act 2002 gives the people of Scotland the right, by law, to access information produced by public authorities.

The aim of the Act is to increase openness and transparency and to make public bodies more accountable. People are now able to see and question how we function and how our decisions are made.

We have a Freedom of Information publication scheme in place. It is available below and gives details of:

- The information available to you
- The format it's available in
- Who to contact to get it, and
- Any fees involved.

There are classes of information that we already make available in this way, so it is always worth checking the publication scheme before you make an enquiry. Enquiries concerning this information are not dealt with in terms of the 2002 Act.

MAKING A REQUEST

You must make requests for information in writing, or in another permanent form like email, video or audio tape. Requests must give a return address for correspondence to be sent to in hard copy or electronic form.

When you make a request, please be as specific as you can about the information you want and give us as much information as you can to help us find what you are looking for. If you need the information in a special format such as large print or a language other than English, please let us know in your application.

If you need information that relates to you as an individual, you should make your request under the Data Protection Act. Please use the link below for more information on data protection.

We aim to deal with all requests within 20 working days. We may also ask you for more

details to further identify the information you have asked for. There are some occasions when information won't be supplied to you - and in these cases, we'll tell you why.

If you are not satisfied with the way your request is dealt with, you can ask us for a formal review of our decision. You can appeal the outcome of this review to the Scottish Information Commissioner.