



GUIDE TO INFORMATION 2017

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Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

The Police Service of Scotland has adopted [The Model Publication Scheme](#) produced by the Scottish Information Commissioner. The scheme was updated by the Information Commissioner in July 2017.

You can see this scheme on our website at <http://www.scotland.police.uk/access-to-information/freedom-of-information/> or by contacting us at the address below.

FOI Central Processing Unit
Information Management Unit
Police Scotland
Clyde Gateway
2 French street
Dalmarnock
Glasgow
G40 4EH

Telephone: 101

Email: foiglasgow@scotland.pnn.police.uk

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class.
- state what charges may be applied.
- explain how you can find the information easily.
- provide contact details for enquiries and to get help with accessing the information.
- explain how to request information we hold that has not been published.

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

Copyright

All material published by the Police Service of Scotland is subject to copyright. Unless it is clearly indicated that specific material is available for general use, then it should not be copied or re-used without the explicit permission of the Police Service of Scotland or of other copyright holders indicated. The only exceptions are those allowed for fair dealing under the Copyright, Designs and Patents Act 1988.

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Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or at our premises, or where it can be sent to you electronically by email.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you. Our photocopying charge per sheet of paper is shown in the tables below:

Photocopying

Type	Size of paper	Pence per sheet of paper
Black and white	A4	10p
Colour	A4	30p

Information provided on CD-Rom will be charged at £1.00 per computer disc.

Charges for supply of photographs are shown below:

Supply of Photographs	
per Print	£7.00
per Photocopy	£5.00
CD – per disk	£21.00

Postage costs will be recharged at the rate we pay to send the information to you by first class post.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass any other costs on to you in relation to our published information.

Audit and Review

The Police Service of Scotland has a statutory duty under the Model Publication Scheme to regularly and routinely update this guide to information. The guide will be audited at quarterly intervals to ensure that links are up to date. On an annual basis the guide will be reviewed using the Scottish Information Commissioner's self-assessment checklist.

If any areas for improvement are identified by the annual review, the necessary changes will be implemented by the next annual review, with progress being assessed during the quarterly audits.

Notwithstanding this audit/review process, any new information that becomes available will continue to be published, and the guide to information updated to reflect this.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

By Post:

FOI Central Processing Unit
Information Management Unit
Police Scotland
Clyde Gateway
2 French Street
Dalmarnock
Glasgow
G40 4EH

By email: foiglasgow@scotland.pnn.police.uk

By telephone: 101

We will also be pleased to advise you how to ask for information that we do not publish, or how to complain if you are dissatisfied with any aspect of this publication scheme.

The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available.

If you would like to see previous versions, you may make a request to us for that information.

The information made available through the scheme relates to The Police Service of Scotland. If you would like to see information relating to former police forces and agencies that is held by us, you may make a request to us for that information.

Information made available through the websites of predecessor organisations prior to 1 April 2013 can be accessed through the UK Web Archive hosted by the British Library at the following addresses:

Central Scotland Police	http://www.webarchive.org.uk/ukwa/target/136019973
Dumfries and Galloway Constabulary	http://www.webarchive.org.uk/ukwa/target/136019974
Fife Constabulary	http://www.webarchive.org.uk/ukwa/target/136019975
Grampian Police	http://www.webarchive.org.uk/ukwa/target/131858439

Lothian and Borders Police	http://www.webarchive.org.uk/ukwa/target/136019976
Northern Constabulary	http://www.webarchive.org.uk/ukwa/target/136019977
Scottish Crime and Drug Enforcement Agency	http://www.webarchive.org.uk/ukwa/target/136020025
Strathclyde Police	http://www.webarchive.org.uk/ukwa/target/136019978
Tayside Police	http://www.webarchive.org.uk/ukwa/target/136019979

A number of overarching policies adopted by the police service in Scotland were formerly published on the following website:

Association of Chief Police Officers in Scotland	http://www.webarchive.org.uk/ukwa/target/131858440
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