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## **GUIDE TO INFORMATION 2020**

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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 Scottish Information Commissioner's (OSIC) [Model Publication Scheme](#) as updated in November 2018.

You can view our scheme on the Police Scotland [website](#) or by contacting us:

FOI - Information Management  
Police Scotland  
Clyde Gateway  
2 French street  
Dalmarnock  
Glasgow  
G40 4EH

Telephone: 101  
[foi@scotland.pnn.police.uk](mailto:foi@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 in terms of the Act (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

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### Copyright

All material published by the Police Service of Scotland is subject to copyright.

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Material created by police staff on behalf of the Police Service of Scotland is copyright of the Scottish Police Authority. Such material is indicated by the following copyright notice:

*© Scottish Police Authority, Police Service of Scotland*

Crown copyright police material is made available under the [Open Government Licence](#) however, all enquiries relating to material bearing Police Service of Scotland copyright notices should be directed to the Police Service of Scotland in the first instance.

### 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.

Charges for supply of photocopies of documents are as follows:

A4 Black and white - 10p per sheet of paper

A4 Colour - 30p per sheet of paper

Information provided on disk will be charged at £1.00 per disc.

Charges for supply of photographs are as follows:

Per print - £7.00

Per photocopy - £5.00

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.

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## **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 OSIC 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:

FOI - Information Management  
Police Scotland  
Clyde Gateway  
2 French Street  
Dalmarnock  
Glasgow  
G40 4EH

Telephone: 101  
[foi@scotland.pnn.police.uk](mailto:foi@scotland.pnn.police.uk)

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.

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### The classes of information that we publish

We publish information that we hold within the following classes on our [website](#):

#### **Class 1 - About Police Scotland**

Information about the Police Service of Scotland, who we are, where to find us, how to contact us, how we are managed and our external relations

#### **Class 2: How We Deliver our Functions and Services**

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

#### **Class 3: How We Take Decisions and What We Have Decided**

Information about the decisions we take, how we make decisions and how we involve others

#### **Class 4: What We Spend and How We Spend It**

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.

#### **Class 5: How We Manage Our Human, Physical and Information Resources**

Information about how we manage the human, physical and information resources of Police Scotland

#### **Class 6: How We Procure Goods and Services from External Providers**

Information about how we procure goods and services, and our contracts with external providers

#### **Class 7: How We Are Performing**

Information about how we perform as an organisation, and how well we deliver our functions and services

#### **Class 8: Our Commercial Publications**

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g, bookshop, museum or research journal.  
(We do not publish any information in this class)

#### **Class 9: Open Data**

Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

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.

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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 in the *Crime, Criminology, Police and Prisons* collection under *Governing the Police*:

[Central Scotland Police](#)

[Dumfries & Galloway Constabulary](#)

[Fife Constabulary](#)

[Grampian Police](#)

[Lothian and Borders Police](#)

[Northern Constabulary](#)

[Strathclyde Police](#)

[Tayside Police](#)

[Scottish Crime & Drug Enforcement Agency](#)

[Association of Chief Police Officers in Scotland](#)

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