

**OFFICIAL**

Our Ref: IM-FOI-2022-1032  
Date: 13<sup>th</sup> May 2022



## **FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**

I refer to your recent request for information which has been handled in accordance with the Freedom of Information (Scotland) Act 2002.

For ease of reference, your request is replicated below together with the response.

**Can you confirm how many staff are in the department that deals with data requests, further broken down by grade and job role (freedom of info, subject access, others)? For example:**

**10 total**  
**4 subject access staff at X grade**  
**4 freedom of info staff at X grade**  
**1 dual request staff at X grade**  
**1 managing staff at X grade**

The Police Scotland department that responds to Freedom of Information and Subject Access Requests is *Information Management - Disclosure*, consisting of:

1 x Information Manager - Disclosure at grade 10  
4 x Disclosure Managers at grade 8  
13 x Lead Disclosure Officers at grade 6  
55 x Disclosure Officers at grade 4

All staff within the department have FOI and Data Protection (including subject access) as part of their role but they also process requests from Disclosure Scotland for information about individuals wishing to join the Protection of Vulnerable Groups (PVG) scheme. (Similar process exist for the equivalent schemes run by Disclosure and Barring Service in England and Access Northern Ireland.)

The department also continuously monitor all PVG scheme members, making disclosures to Disclosure Scotland as appropriate.

Should you require any further assistance please contact Information Management quoting the reference number given.

If you are dissatisfied with the way in which Police Scotland has dealt with your request, you are entitled, in the first instance, to request a review of our actions and decisions.

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Your request must specify the matter which gives rise to your dissatisfaction and it must be submitted within 40 working days of receiving this response - either by email to [foi@scotland.pnn.police.uk](mailto:foi@scotland.pnn.police.uk) or by post to Information Management (Disclosure), Police Scotland, Clyde Gateway, 2 French Street, Dalmarnock, G40 4EH.

If you remain dissatisfied following the outcome of that review, you are thereafter entitled to apply to the Office of the Scottish Information Commissioner within six months for a decision. You can apply [online](#), by email to [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info) or by post to Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS.

Should you wish to appeal against the Office of the Scottish Information Commissioner's decision, there is an appeal to the Court of Session on a point of law only.

As part of our commitment to demonstrate openness and transparency in respect of the information we hold, an anonymised version of this response will be posted to the Police Scotland Freedom of Information [Disclosure Log](#) in seven days' time.