| Police Scotland logo | Freedom of Information ResponseOur reference: FOI 23-0757Responded to: 04 April 2023 |
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Your recent request for information is replicated below, together with our response.**1.** Please provide a copy of your force's policy on transitioning gender at work.

**The following questions refer to the 2018 document "Trans Guidance for the Policing Sector" produced by Stonewall and the NPCC, written by Alex Gwynne and Clinton Blackburn**

**2. Page 6 states: "Personal records for individuals who transition shouldn't refer to a previous name and records made prior to their name change should be updated. One option is to mark the individual down as having left the force and create a fresh record with their new details."**

**Please state whether your force permits this in respect of: transgender staff with a GRC; transgender staff without a GRC; transgender staff who identify as nonbinary; transgender staff who identify as gender fluid. Is the procedure the same for operational and non-operational staff?**

**3. Page 7 states that shoulder numbers may be changed post transition.**

**Please state whether your force permits this in respect of: transgender staff with a GRC; transgender staff without a GRC; transgender staff who identify as nonbinary; transgender staff who identify as gender fluid.**

**4. Page 8 states that warrant and staff identity cards may be changed.**

**Please state whether your force permits this in respect of: transgender staff with a GRC; transgender staff without a GRC; transgender staff who identify as nonbinary.**

**5. Page 8 also states that individuals who identify as gender-fluid may require two sets of cards to reflect their gender on different days. Does your force permit this?**

**6. Page 10 states that the record of biometric data may be changed for a transgender member of staff.**

**Please state whether your force permits this in respect of: transgender staff with a GRC; transgender staff without a GRC; transgender staff who identify as nonbinary; transgender staff who identify as gender fluid. What changes does your force permit?**

Please be advised that our Transitioning at Work Standard Operating Procedure is publicly available.

As such, in terms of Section 16 of the Freedom of Information (Scotland) Act 2002, I am refusing to provide you with the information sought. Section 16 requires Police Scotland when refusing to provide such information because it is exempt, to provide you with a notice which:

(a) states that it holds the information,

(b) states that it is claiming an exemption,

(c) specifies the exemption in question and

(d) states, if that would not be otherwise apparent, why the exemption applies.

I can confirm that Police Scotland holds the information that you have requested and the exemption that I consider to be applicable is set out at Section 25(1) of the Act - information otherwise accessible:

*“Information which the applicant can reasonably obtain other than by requesting it under Section 1(1) is exempt information”*

The information you are seeking is available on the Police Scotland website, via the following link: [Transitioning at Work SOP](https://www.scotland.police.uk/spa-media/ltzd2cjy/transitioning-at-work-redacted.pdf)

If you require any further assistance please contact us quoting the reference above.

You can request a review of this response within the next 40 working days by email or by letter (Information Management - FOI, Police Scotland, Clyde Gateway, 2 French Street, Dalmarnock, G40 4EH). Requests must include the reason for your dissatisfaction.

If you remain dissatisfied following our review response, you can appeal to the Office of the Scottish Information Commissioner (OSIC) within 6 months - [online](http://www.itspublicknowledge.info/Appeal), by email or by letter (OSIC, Kinburn Castle, Doubledykes Road, St Andrews, KY16 9DS).

Following an OSIC appeal, you can appeal to the Court of Session on a point of law only.

This response will be added to our [Disclosure Log](http://www.scotland.police.uk/access-to-information/freedom-of-information/disclosure-log) in seven days' time.

Every effort has been taken to ensure our response is as accessible as possible. If you require this response to be provided in an alternative format, please let us know.