

Our Ref: IM-FOI-2022-0875
Date: 13 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.

I am requesting the Scotland Police branding guidance document.

In response to your request for information I have attached the current branding guidelines (v1.3) which were updated in 2017 to incorporate the dual language logo (Gaelic).

Internal e-mail addresses have been removed under Section 30(c) of FOISA which exempts information if its disclosure "would otherwise prejudice substantially, or be likely to prejudice substantially, the effective conduct of public affairs".

Internal e-mail addresses are used for operational purposes only and this information has been removed in order to ensure that internal processes are protected. Disclosure of this information would be likely to adversely affect the processes that have been put in place, in order to provide an appropriate level of service internally as well as externally. There are already various ways in which the public can contact Police Scotland, with a specific section of the Police Scotland website dedicated to this, and to that end the public interest has been met.

To be of further assistance I can also advise that Police Scotland are currently working on an update to the guidelines to reflect changes we are making for accessibility purposes (use of colour, font and different formats, i.e. for use online).

If you require further assistance or 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.

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 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 or by post to Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS.

OFFICIAL

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.