| Police Scotland logo | Freedom of Information Response Our reference: FOI 23-1712  Responded to: 11 July 2023 |
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Your recent request for information is replicated below, together with our response.

## Does your force use a management systems to manage and record FOI/SARs or Data Breaches?

## If so does, what system do you have in place, what are the associated costs to the system?

Police Scotland use Microsoft SharePoint for the management and recording of each of these areas. This software is part of the wider suite of Microsoft products that are available force wide. As such, in terms of section 17 of the Freedom of Information (Scotland) Act 2002, this represents a notice that the cost information you seek is not held by Police Scotland.

## What specialisms/qualifications individuals hold at a management level?

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.

In this instance, I consider the following exemptions are applicable:

Sections 38(1)(b) and 38(1)(2A) of the Act apply insofar as you have requested third party personal data which is exempt from disclosure where it is assessed that disclosure would contravene the data protection principles as defined in the Act.

## We would greatly appreciate if you could provide a copy of your structure and role profiles

Information Disclosure Team are responsible for the management of Freedom of Information requests (FOI) and Subject Access requests (SAR), headed by an Information Manager, supported by 4 Disclosure Managers. Thereafter there are 12 Lead Disclosure Officers and 54 Disclosure Officers. It should be noted that these staff have additional responsibilities beyond FOIs and SARs.

Information Assurance are responsible for the management of data breaches and are headed by an Information Manager. Data breaches are overseen by the Information Security Manager, supported by 3 Information Security Officers and 1 Information Compliance Officer. This area is also supported by 1 Lead Information Assurance Officer and 8 Information Assurance Officers. It should be noted that these staff have additional responsibilities beyond data breaches.

Role Profiles are attached.

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](mailto:foi@scotland.police.uk) 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](mailto:enquiries@itspublicknowledge.info) 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.