

OFFICIAL

Our Ref: IM-FOI-2022-1820
Date: 21st September 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 wish to make a Freedom of Information Request for Police Scotland's Information Rights Practices.

When asked for clarification, you replied:

The Information Commissioner states all public organisations should have Information Rights Practices Policies. Which details policies in place to maintain individuals confidentiality, keeping files in good order etc...

I note that you have submitted several requests on this subject matter over the past few years.

In 21-0475 you were provided with our Record Retention SOP:

www.scotland.police.uk/spa-media/nhobty5i/record-retention-sop.pdf

In 21-0516 you were provided with our Information Security SOP:

www.scotland.police.uk/spa-media/3hxolb3p/information-security-sop.pdf

In 21-2501 you were provided with our Information Security and Data Protection SOPs:

www.scotland.police.uk/spa-media/h5cnsyl5/data-protection-sop.docx

In 22-0359 you were provided with our Data Protection SOP and information regarding the right to rectification:

www.scotland.police.uk/access-to-information/data-protection/your-rights/

In 22-0438 you were provided with our Data Protection SOP and information regarding the right to object:

www.scotland.police.uk/access-to-information/data-protection/your-rights/

In 22-1868 you were provided with an internal guidance document regarding the right to rectification:

[22-1686 - Disclosure Log](#)

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Taking account of the information you have already been provided with, the only additional information I feel may be of interest to you is set out below.

Our various Privacy Notices and Appropriate Policy documents are all available online:
www.scotland.police.uk/access-to-information/data-protection/privacy-notices/

Information on the right of subject access is also available online:

www.scotland.police.uk/access-to-information/data-protection/subject-access-requests/

You may also be interested in our Data Protection and Information Security Policies:

www.scotland.police.uk/spa-media/bwgok510/data-protection-policy.pdf

www.scotland.police.uk/spa-media/v3ofvh4u/information-security-policy.pdf

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.

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.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.

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.