

Freedom of Information: Receipt and Handling of Information Request Procedure

[QP2.31]

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1.0 System Outline

This procedure relates handling of request for information under the Freedom of Information (Scotland) Act 2002 (hereafter 'the Act'), which places obligations upon The Adam Smith College, Fife ('the College'), as a designated Scottish Public Authority under the Act, to provide information to the general public in accordance with the following timetable:

- i) from 1 September 2004, to provide information as detailed in the College Publication Scheme ,and
- ii) from 1 January 2005, to provide all information held by the College, regardless of age, subject to the exemptions detailed within the Act.

Please refer to QP1.28 for details of College policy regarding compliance with the Act.

2.0 Purpose

The purpose of this procedure is to:

- outline the requirements of the Freedom of Information (Scotland) Act 2002 as they relate to the College;
- outline the responsibilities of College staff under the Act;
- outline the rights of the general public in making Information Requests, and
- detail the procedure to be followed by all College staff in complying with college policy.

3.0 Scope

This procedure applies to all full-time and part-time staff members of The Adam Smith College, Fife.

4.0 Definitions

The following definitions are used in this procedure:

- **'General Public'**: Any person (including members of College Staff or Students).
- **'Freedom of Information Officer'** is the individual designated to deal with all Information Requests. The Freedom of Information Officer for The Adam Smith College, Fife is the Vice Principal (Resources).

- **'Information Requestor'**: Any member of the general public who has made, or wishes to make, an Information Request under the Freedom of Information Act (Scotland) 2002.
- **'Information Request'**: A request for information, made in writing, or in some other permanently recordable format, such as e-mail, tape, Braille etc. The request must also contain the requestor's full name and address.
- **'Exemptions'**: Categories of information that are not required to be disclosed. Such categories are detailed in Part 2 of the Act.

5.0 Reference Materials Used/Referred To

- Freedom of Information (Scotland) Act 2002
- Section 60 Code of Practice
- QP1.28 Freedom of Information Policy

6.0 Responsibilities

6.1 All College Staff Members shall:

- assist all members of the general public (including other members of staff and students of the college) by receiving the Information Request and processing it in accordance with this procedure;
- assist members of the general public in framing an Information Request. Please Note - members of staff are expressly forbidden from seeking the reason(s) for making the request, but may question the Information Requestor to assist the Requestor in forming their Request;
- ensure that all Information Requests are made in writing, or in some other permanently recordable format, such as e-mail, tape, Braille etc. Requests must also contain the requestor's full name and address;
- where necessary, assist Information Requestors in recording their Request, e.g. assisting those with a disability or learning need who may require assistance to put their request in writing or other permanently recordable format.

6.2 The Freedom of Information Officer shall:

- respond to all Information Requests in accordance with this procedure;
- provide guidance and assistance to the general public in regard to this procedure and to the Act in general, and

- provide guidance and assistance to the staff of the College with regard to the Act, Codes of Practice, college policy and procedures.

7.0 Procedure

The overall procedure is represented diagrammatically below. Please refer to the College Freedom of Information Officer for further details should they be required.

