1. **Scope**

1.1 Any person is entitled per S.1 of the Freedom of Information (Scotland) Act 2002 (FoI(S)A) to request any information held by the University. The University has 20 working days to respond to requests of this type from the date the request was received (not the date it was actioned or brought to the attention of the correct person).

1.2 FoI requests cover all relevant information, regardless of the format in which it is held.

1.3 This procedure outlines the process followed when someone requests information from the University.

1.4 This procedure is also broadly applicable to requests received under the Environmental Information (Scotland) Regulations 2004 (EI(S)Rs), although acknowledging the differences between this Regulation and the EI(S)Rs.

1.5 **IT IS AN OFFENCE TO DESTROY DATA ONCE IT HAS BEEN REQUESTED IN AN ATTEMPT TO PREVENT DISCLOSURE.**

2. **Responsibilities**

2.1 The Secretary of the University is responsible for institutional compliance with the Freedom of Information (Scotland) Act 2002.

2.2 The Records Manager & Information Compliance Officer is responsible for oversight of this procedure and management of requests for for information.

2.3 Directors and Deans are responsible for ensuring this procedure brought to the attention of their Schools or Service areas and for its implementation.

2.5 All staff are responsible for ensuring that **any requests for information are actioned appropriately** and that **where they hold information that has been requested, it is provided in full** to the Records Manager & Information Compliance Officer **in a timely manner**.
3. Procedure

3.1 Where any person requests information from the University and

a. such information would usually be disclosed in the routine course of business;

b. it is part of the normal duties of the member of staff to disclose such information; and

c. the member of staff has no concerns or doubts about the appropriateness of disclosing the information concerned

That information may be disclosed directly.

3.2 Where any person requests information from the University and

a. the person receiving the request is not responsible for the information requested; or

b. unsure of what to do with the request; or

b. the request is complex or voluminous; or

c. the request is made alongside another University process (e.g., discipline, complaints, appeals etc); or

d. the member of staff receiving the request is concerned about the request or unsure of how to respond appropriately

That request should be passed to the Records Manager & Information Compliance Officer as soon as possible for action.

3.3 University staff must never refuse a request for information without contacting the Records Manager & Information Compliance Officer for guidance first.

3.4 When a request for information is received by the Records Manager & Information Compliance Officer it will be managed directly.

3.4 Management of FOI requests by the Records Manager & Information Compliance Officer

3.4.1 The process for the management of requests by the Records Manager & Information Compliance Officer shall involve:
a. The creation of a unique folder within the ‘Current Requests’ folder in the ‘freedomofinformation’ account in the email system. All correspondence and information concerning this request will be held in that folder. The naming convention for that folder shall be:

\[\text{[DATE]}\_\text{[FOI or EIR]}\_\text{[YEAR]}\_\text{[REQUEST NUMBER]}\_\text{[NAME OF APPLICANT]} \_\text{[SUBJECT/NOTES]}\]

Dates must be noted reverse chronologically and request numbers are reset each calendar year.

eg

20151021\_\text{FOI}\_2015\_254\_\text{John Smith (Number of knitting needles bought in last year)}

b. Regular review and correspondence with those parts of the University likely to hold relevant information.

c. Appropriate screening of information prior to release and recommendation to the Secretary on the applicability and application of FoI(S)A exemptions/EI(S)R exceptions.

d. Release of an appropriate response in no more than 20 working days of a request being made.

e. At the completion of any request it should be moved into the ‘Completed Requests’ folder for that year.

3.4.2 Should clarification of a request be required, the University will follow its standard operating procedure. Please see www.dundee.ac.uk/recordsmanagement/freedomofinformation/.

3.4.2 Should any applicant request a review of the response to a request, the University will follow its standard operating procedure. Please see www.dundee.ac.uk/recordsmanagement/freedomofinformation/.

3.5 Provision of information to the Records Manager & Information Compliance Officer by University staff

3.5.1 When FoI requests are passed to or received directly by the Records Manager & Information Compliance Officer, they will request all relevant information from appropriate sections of the University.

3.5.2 Should any School Manager, Director or other member of staff receive a request for information from the Records Manager & Information Compliance Officer, they are required to provide it in a timely manner. If they have any doubts about the appropriateness of releasing information they are required to consult the
Records Manager & Information Compliance Officer and/or Director of Legal. They **must not withhold information** from the Records Manager & Information Compliance Officer.

3.5.3 When locating information in response to a request, School Managers, Directors and other members of staff must ensure that all possible sources of information have been checked and all relevant colleagues have been consulted. Places where information may be found include (but are not limited to):

a. Email.

b. Manual files (correspondence, management, HR, student files etc).

c. Minutes, notes, files or other papers.

d. Line of business database systems (SITS, P3, CODA etc).

3.5.4 When responding to requests for information from the Records Manager & Information Compliance Officer, all staff should provide a list of the sources that have been consulted during the search.

**Useful contacts**

- Alan Bell, Records Manager & Information Compliance Officer  x84441
- Paul Saunders, CTO  x84110
- Richard Parsons, CIO  x84082
- Fiona O’Donnell, Director of Legal  x85074

**Change control**

<table>
<thead>
<tr>
<th>Change</th>
<th>Date</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>First draft.</td>
<td>21 October 2015</td>
<td>Records Manager &amp; Information Compliance Officer</td>
</tr>
<tr>
<td>Comment and revision.</td>
<td>October 2015</td>
<td>CIO, CTO, Director of Legal</td>
</tr>
<tr>
<td>Approval.</td>
<td>3 November 2015</td>
<td>Chief Information Officer, Secretary of the University</td>
</tr>
</tbody>
</table>