

University of Glasgow

Freedom of Information Policy

1.0 Policy Statement

The University of Glasgow, as a Scottish Public Authority, is committed to the principles underlying the Freedom of Information (Scotland) Act 2002 (“FOI(S)A”) and the Environmental Information (Scotland) Regulations 2004 (“EI(S)R”). This legislation provides a general ‘right of access’ to much of the information held by the University, in order to ensure openness, transparency and accountability. The University of Glasgow fully recognises this ‘right to access’ and will not restrict access to information unless a statutory exemption applies.

The University therefore commits to

- Make publicly available all routinely published information via the University’s Publication Scheme
<http://www.gla.ac.uk/legal/freedomofinformation/foipublicationscheme/>
- Ensure all requests for information are dealt with in an efficient, timely and helpful manner, in accordance with the section 60 Code of Practice on the Discharge of Functions which accompanies FOI(S)A and the section 62 Code of Practice on the Discharge of Functions which accompanies EI(S)R
- Apply due consideration as to whether information should be disclosed in those instances where a statutory exemption or exception applies.

2.0 Scope of the Policy

This policy has been established to ensure that the University of Glasgow complies with FOI(S)A and EI(S)R. Information ‘held’ⁱ by the University includes all information created or received, regardless of format, as well as information held by third parties on the University’s behalf.

3.0 Responsibilities

3.1 The University of Glasgow has a responsibility to implement the provisions of FOI(S)A and EI(S)R. The University must therefore maintain a general ‘right of access’ to the information it holds, proactively publish information via its Publication Scheme, and maintain its records in accordance with the regulatory environment as set down in the section 61 Code of Practice: Records Management that accompanies FOI(S)A.

3.2 The Data Protection and Freedom of Information Office (DP&FOI Office) has overall institutional responsibility and acts as a central point of contact for enquirers, it also has responsibility for:

- The management of, and response to, those non-routine Information Requests made to the University where the Act's exemptions or exceptions, as appropriate, are applicable
- The development of guidance and training for staff on FOI and EIR issues
- The development and maintenance of the University's Publication Scheme,
- The provision of the administrative structure for all Requests for Review received by the University under FOI(S)A and EI(R)S
- The coordination of contact between the University and the Scottish Information Commissioner – including quarterly statistical returns, Investigations, Appeals, and the Publication Scheme.

3.3 Heads of Academic and Service Units are responsible for:

- Ensuring compliance with this Policy.

3.4 *Freedom of Information Coordinators are responsible for:*

- Liaising with the DP&FOI Office to retrieve information and respond to non-routine requests for information
- Collating and checking the accuracy of responses from their School/Service area
- Liaising with the DP&FOI Office regarding contributions to the University's Publication Scheme from their School/Service
- Providing advice and guidance to their own School/Service area.

3.5 All members of University staff are responsible for:

- Familiarising themselves with this Policy and associated guidelines
- Providing general advice and assistance to those requesting information
 - Seeking advice from, and liaising with, their local Freedom of Information Coordinator as soon as possible after a request is received
<http://www.gla.ac.uk/services/dpfoioffice/a-ztopics/co-ordinatorsfoisa/>
- Managing documents and records in accordance with University procedures
- Responding to routine “business as usual” requests for information.

3.6 Compliance with this Policy is compulsory for all staff employed by the University of Glasgow, and any member of staff who fails to comply with this Policy may be subject to disciplinary action.

For further information please see <http://www.gla.ac.uk/services/dpfoioffice/>

or contact:

DP&FOI Office

foi@gla.ac.uk

Ext.2523

ⁱ FOI(S)A gives a general right of access to information recorded and held by Public Authorities, this can be in either paper or electronic form e.g. databases, emails, diaries, video and audio files including CCTV. It can also include information not created by the University, but held here i.e. information supplied to the University by a third party and information created by the University but held by a third party e.g. professional advisors or storage providers.