

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2015

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

GCU INTO Ltd has adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner. This scheme has the Commissioner's approval until 31 May 2019.

You can see this scheme on the Commissioner's website at www.itspublicknowledge.info/PublicationSchemeGuidance or by contacting us at the address below.

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class,
- state what charges may be applied
- explain how you can find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

Copyright

Information obtained from this publication scheme cannot be copied or reproduced without formal permission. Such permission will usually be granted provided it is copied or reproduced accurately, is not used in a misleading context and provided that the source of the material is identified and the copyright status acknowledged.

The publication scheme may, however, contain information where the copyright holder is not GCU INTO Ltd. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this scheme will indicate where we do not own the copyright on documents.

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or at our premises.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the table below:

| Size of paper | Pence per single sided copy (black and white) | Pence per single sided copy (colour) |
|----------------------|--|---|
| A3 | 10p | 30p |
| A4 | 10p | 30p |
| A5 | 10p | 30p |

Information provided on CD-Rom will be charged at £1.00 per computer disc.

We will recharge any postage costs at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

Information Compliance,

Glasgow Caledonian University,

Cowcaddens Road, Glasgow G4 0BA

Tel: 0141 331 8392

Email: foi@gcu.ac.uk

We will also be pleased to advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you are welcome to make a request to us for that information.

| CLASS 1: ABOUT GCU INTO Ltd |
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| Class description: Information about GCU INTO Ltd who we are, where to find us, how to contact us, how we are managed and our external relations |

| The information we publish under this class | How to access it |
|--|---|
| <i>Legal framework</i> | |
| Memorandum of Association | Contact us - details above |
| Articles of Association | Contact us - details above |
| <i>About us</i> | |
| Glasgow Caledonian University | www.gcu.ac.uk |
| GCU INTO Ltd | www.gcu.ac.uk/foicompany |
| University Executive | http://www.gcu.ac.uk/theuniversity/theuniversityexecutive/ |

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| GCU INTO Ltd - Director`s names and responsibilities | Contact us - details above |
| <i>Governance and accountability</i> | |
| GCU INTO Ltd. Minutes of meetings | Contact us - details above |
| Membership of University Court | http://www.gcu.ac.uk/theuniversity/universitycourt/membershipofcourt/ |

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| CLASS 2: HOW GCU INTO Ltd DELIVERS OUR FUNCTIONS AND SERVICES |
| <p>Class description:</p> <p>Information about our work, our strategy and policies for delivering functions and services and information for our service users.</p> |

| The information we publish under this class | How to access it |
|--|----------------------------|
| Subsidiary Companies Manual | Contact us - details above |

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| CLASS 3: HOW GCU INTO Ltd TAKES DECISIONS AND WHAT IT HAS DECIDED |
| <p>Class description:</p> <p>Information about the decisions we take, how we make decisions and how we involve others</p> |

| The information we publish under this class | How to access it |
|--|----------------------------|
| GCU INTO Ltd. -Minutes of meetings | Contact us - details above |

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| CLASS 4: WHAT GCU INTO Ltd SPENDS AND HOW IT SPENDS IT |
| <p>Class description:</p> <p>Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.</p> |

| The information we publish under this class | How to access it |
|--|----------------------------|
| Annual accounts | Contact us - details above |

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| CLASS 5: HOW GCU INTO Ltd MANAGES ITS HUMAN, PHYSICAL AND INFORMATION |
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| RESOURCES |
| Class description: Information about how we manage the human, physical and information resources GCU INTO Ltd. |

| The information we publish under this class | How to access it |
|--|---|
| Staff policies | http://www.gcu.ac.uk/peopleservices/ |
| Equality and diversity | http://www.gcu.ac.uk/peopleservices/ |
| Records Management | http://www.gcu.ac.uk/recordsmgt/ |
| Records Retention Schedules | http://www.gcu.ac.uk/recordsmgt/documents/ |

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| CLASS 6: HOW GCU INTO Ltd PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS |
| Class description: Information about how we procure goods and services, and our contracts with external providers |

| The information we publish under this class | How to access it |
|--|---|
| Procurement strategy, guidance and tools | http://www.gcu.ac.uk/financeoffice/procurement/ |

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| CLASS 7: HOW GCU INTO Ltd IS PERFORMING |
| Class description: Information about how GCU INTO Ltd performs as an organisation, and how well it delivers its functions and services |

| The information we publish under this class | How to access it |
|--|----------------------------|
| Annual accounts | Contact us - details above |

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| CLASS 8: OUR COMMERCIAL PUBLICATIONS |
| Class description: Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal. |

| The information we publish under this class | How to access it |
|--|-------------------------|
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| We do not hold or publish information under this class | |
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