8.2   Access to Information and Records Management Policies

Introduction

This category tells people how to request information from the institution, both under the Freedom of Information (Scotland) Act and the Data Protection Act. It also covers institutional procedures for these pieces of legislation.

Category Name	Category Description	Can be found at
How to make a request for information and freedom of information enquiries contact	Details of how to request information from the institution under the Freedom of Information (Scotland) Act, the Data Protection Act, and the Environmental Information (Scotland) Regulations. Central contact point for Freedom of Information enquiries.	Requests may be made in writing or by email to: Freedom of Information, Glasgow Caledonian University, Cowcaddens Road, Glasgow G4 0BA email: foi@gcu.ac.uk
Information legislation policies	Institutional policies and procedures on Freedom of Information, Data Protection and Environmental Information.	Requests for review may be made in writing or by email to: Freedom of Information, Glasgow Caledonian University, Cowcaddens Road, Glasgow G4 0BA email: foi@gcu.ac.uk Details on how to request personal information can be found on the GCU Data Protection webpage here.

Category Name	Category Description	Can be found at
Records Management and archiving policy	Policies and guidance relating to our records management, records and information retention and archiving policies.	[Link to the Records Management page on the GCU website](#) [Link to the Archives and Special collections webpages on the Sir Alex Ferguson Library website](#) [Link to the online resource General Use Guidelines on the Sir Alex Ferguson Library website](#) [Link to the Reusing Content guidance on the Sir Alex Ferguson Library website](#)