

**Guide to Information available through the Model Publication Scheme**

Updated March 2019

**Introduction to the Guide to Information**

The Freedom of Information (Scotland) Act 2002 (FOISA) requires that all Scottish public authorities make certain types of information routinely available, and provide a guide to information telling the public how to access the information and what it might cost.

This Guide to Information also contains details of the environmental information that we routinely make available under the Environmental Information (Scotland) Regulations 2004 (the EI(S)Rs).

This Guide to Information was prepared by the Scottish Higher Education Information Practitioners Group (SHEIP), under the auspices of Universities Scotland's Secretaries’ Group. SHEIP consulted the public authorities to be covered by the Guide, to assess what information should be included in the Guide, taking account of reviews of information requests, and assessments of previous publication scheme feedback. The scheme has been approved by the Scottish Information Commissioner, who is responsible for enforcing FOISA.

**We have made a commitment to publish all information which we hold which falls within the classes of information in the scheme.** This Guide to Information describes the information which we publish in accordance with the scheme, and how you can access this information.

We are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:

• the services we provide;

• the costs of those services;

• the standard of those services;

• the facts that inform the important decisions we take; and

• the reasoning that informs our decisions.

**2. Accessing information under the scheme**

Our Guide to Information provides more details of the information available under the scheme, along with additional guidance on how the information falling within each “class” may be accessed.

Online:

Most information listed in our Guide to Information is available on our website. In many cases a link within **Section 8:** **Categories of information** will direct you to the relevant page or document. Where no such link is present, you can find this information using our website’s “Search” facility at <http://www.gcu.ac.uk/> . If you are still having trouble finding any document listed under our scheme, then please call 0141 331 8392 for further assistance.

By email:

If the information you seek is not published on our website, we can send it to you by email (foi@gcu.ac.uk ), wherever possible.

By phone:

Information provided through the scheme can also be requested from us over the telephone. Please call 0141 331 8392 to request information available under this scheme.

By post:

Information under the scheme may also be available in paper copy form. Please address your request to:

Freedom of Information

Information Compliance

Glasgow Caledonian University

Cowcaddens Road

Glasgow

G4 0BA

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see **Section 5: Our charging policy** for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

By inspection at our premises

Some of the information that we publish in accordance with the scheme may be available for inspection on site.

**3. Information that we may withhold**

Our aim in maintaining this Guide is to be as open as possible. All information covered by the publication scheme can either be accessed through our website, or will be provided promptly following our receipt of your request.

If a document contains information that the University may legitimately wish to exempt from disclosure under an appropriate section of 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 inform you that we have done so and provide an explanation of why the information is withheld. The Scottish Information Commissioner's guidance on information that may be exempt from publication is available here:

<http://www.itspublicknowledge.info/Law/FOISA-EIRsGuidance/Briefings.asp#exemptions>

If you wish to complain about any information which has been withheld from you, please refer to **Section 7– Contact us**.

**4. Our charging policy**

Wherever possible, information contained within our Guide is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Reproduction costs:
Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Computer discs will be charged at the rate of £1.00 per CD.

Postage cost:
We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

**5. Our copyright policy**

Where Glasgow Caledonian University holds the copyright in its published information this information 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. Contact details can be found in Section 3.

Where Glasgow Caledonian University does not hold the copyright in information we publish, we will make this clear.

The publication scheme may, however, contain information where the copyright holder is not Glasgow Caledonian University. 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 Guide will indicate where we do not own the copyright on documents**.**

Information about Crown copyright material is available on the website of the Queen’s Printer for Scotland at www.oqps.gov.uk. We can provide you with a copy of this information if you do not have internet access.

**6. How to access information not available under this scheme**

If the information you are seeking is not available under this publication scheme, then you may wish to request it from us.

Should you wish to request a copy of any information that we hold that is not available under this scheme, please write to

Freedom of Information

Information Compliance

Glasgow Caledonian University

Cowcaddens Road

Glasgow

G4 0BA

email: **foi@gcu.ac.uk**

Charges for information which is not available under the scheme:

The charges for information which is available under this scheme are set out under **section 4** – Our Charging Policy. If you submit a request to us for information which is not available under the scheme the charges will be based on the following calculations:

General information requests:

* There will be no charge for information requests which cost us £100 or less to process.
* Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
* We are not obliged to respond to requests which will cost us over £600 to process.
* In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
* We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
* In the event that we decide to impose a charge, we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

**Charges for environmental information:**

We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to the authority of providing the information.

* Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying (this is includes staff time).
* Postage is charged at actual rate for first class mail.
* Staff time is calculated at actual cost per staff member hourly salary rate (there is no maximum)

**Requests for your own personal data:**

All requests for your own personal data are handled under the Data Protection Act 2018 and the GDPR (General Data Protection Regulation).

**7. Contact us**

You can contact us for assistance with any aspect of this guide to information. We will be pleased to hear your comments and suggestions, work to resolve any complaints, or advise you on how to ask for information that we do not routinely publish.

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**8. Categories of information** (available through [www.gcu.ac.uk/foi](http://www.gcu.ac.uk/foi) )

8.1 General Information

This category covers general information about how to make contact with the institution. It includes information about how to complain about the institution, and how to serve formal documents on it. It is aimed at providing very general information for the public. More detailed information will be provided in other categories.

8.2 Access to Information and Records Management Policies

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.

8.3 Governance

This category covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation.

8.4 Financial Resources

This category covers information on the institution’s strategy and management of financial resources. The finance department provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities.

8.5 Corporate Planning

This category provides information on the institution's mission and major strategic plans.

8.6 Procurement

Collaborative procurements may be led by central bodies such as Procurement Scotland, APUC Limited, Excel, NHS National Procurement or Central Government Procurement Centre of Expertise. Information about the procurement services these organisations provide to the institution may be obtained direct from the organisations.

8.7 Management of Research

This category covers information relating to the institution’s management and funding of its research activities; it does not include the actual results or data of research undertaken.

8.8 Commercialisation and Knowledge Transfer

This category provides information about the institution's mechanisms for supporting the commercialisation of outputs from its research activities.

8.9 Human Resources

This category covers information on the institution’s strategy and management of human resources, rather than information relating to individual members of staff (exempt from disclosure as personal information). The information available covers Personnel policies and procedures (including terms and conditions of service and all current versions of the information specified in each category).

8.10 Physical Resources

Institutions are often substantial land and property owners in their own right. This category covers information at a strategic level relating to the institution’s management of its physical resources. Some of this information is required to be published under the Environmental Information (Scotland) Regulations 2004.

8.11 Health and Safety

This category covers information about the institution's health and safety policies, risk assessment policies, procedures and record.

8.12 Equality and Diversity

This category provides information about the institution’s policies and strategies regarding equality and diversity.

8.13 Support for Disabled People

This category provides information about the institution's policies, procedures, and support for disabled people, including information about accessibility of major buildings and services.

**8.14 Student Administration & Support**

This category contains information on how the institution manages the administration and progression of their students from admission to course completion, including student support services.

8.15 Teaching Quality

This category contains information regarding the management of teaching quality in the institution including mechanisms for reviewing and ensuring the quality of teaching provided.

8.16 Information Services

This category covers those functions within the institution that provide access to information for the student body and both academic and administrative staff. These include libraries, computing services, archive services, and information support services.

Such functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the general public and it is information of this nature that is included within this category.

8.17 External and Community Relations

This category covers information relating to the institution’s relationship with its external environment. These include how it manages its relationship with the local community and how it retains contact with its former staff and students.

By virtue of its nature, most institutions will probably find that the majority of these categories are already made available to the public by some means.

8.18 Government and Regulator Relations

This category covers information the institution provides to government and external regulators and information provided to the Scottish Funding Council for monitoring purposes. By virtue of its nature most institutions will probably find that the majority of these categories are already made available to the public by some means.

Members of the public are also likely to find the same or related information is available from the external partners the institution has links with.