



# THE UNIVERSITY *of* EDINBURGH

## **DIVISION OF CLINICAL NEUROSCIENCES**

### **FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**

### **INFORMATION FOR STAFF, STUDENTS AND VISITORS**

The Freedom of Information (Scotland) Act 2002 gives a general right of access to all types of recorded information held by Scottish public authorities except where an exemption legitimately applies. Section 23 of the Act requires Scottish public authorities, of which the University of Edinburgh is one, to adopt, maintain, publish and review from time to time a publication scheme. The scheme must set out the sorts of information (or "information classes") that the University intends to publish as a matter of routine, how the information will be made available, and any charges that will be made for the information. From January 2005 the Freedom of Information Act will allow anyone from anywhere in the world to ask to see information held by the University.

The University of Edinburgh is committed to openness and transparency. The University Court and the University's senior management fully support the aims and objectives of freedom of information and are committed to implementing the legislation. The publication scheme is intended to assist staff, students, prospective students and members of the general public to help them find themselves, as far as possible, the information that they are interested in. The University hopes that the publication scheme will become one of the principal methods of accessing information about the University.

#### **Freedom of Information - the 5 Key Points**

1. You have 20 working days to answer any request for information
2. You cannot ask why the individual wants to know the information
3. If the information is not within your area of work or you have concerns about responding, contact your local FOI Practitioner
4. You must make sure you are not the sole keeper of information within your area of work
5. All your work documents and emails may be open to public scrutiny

***For advice, contact your local practitioner or the Records Management Section.***

#### Responsibility for the Publication Scheme

The University Secretary has overall legal responsibility for the University's publication scheme but the University Records Management Section is responsible for its day-to-day management. All enquiries about the publication scheme should be directed to the Records Management Section in the first instance. They can be contacted:

By post: Records Management Section, University of Edinburgh, Old College, South Bridge, Edinburgh, EH8 9LY or by telephone, 0131 651 4099 or by e-mail, [recordsmanagement@ed.ac.uk](mailto:recordsmanagement@ed.ac.uk).

**The Division of Clinical Neurosciences Local Practitioner is Helen Cullion (0131 537 3087) [Helen.Cullion@ed.ac.uk](mailto:Helen.Cullion@ed.ac.uk). Any local enquiries relating to the publication scheme should contact Mrs Cullion in the first instance.**