

FREEDOM OF INFORMATION (Scotland) ACT 2002: COLLEGE POLICY

Scope

The Freedom of Information (Scotland) Act 2002 ("The Act") introduces a general statutory right of access to all types of 'recorded' information of any age held by Scottish public authorities and comes fully into force on **1st January 2005**. This Policy provides the framework for the College to fulfil its legal obligations under the Act.

Policy Statement

Edinburgh College of Art will promote and adhere to the spirit of the Act in developing a culture of openness by way of including in so far as feasible as much information as possible in its publication scheme.

Definitions

Individual Access request: Any individual from anywhere can request any information held by the Scottish public authorities (in some instances information will be withheld where exemptions may apply).

Publication Scheme: Information indexed according to class names which a public authority decides to publish where it is deemed of public interest.

Records Management: is a discipline which uses an administrative system to direct and control the creation, version control, distribution, filing, retention, storage and disposal of records.

Retention Schedule: defines the amount of time that the College needs to keep certain types of records and will apply to records in all formats.

Aim

The aim of the Policy is to ensure and provide a framework for effectively implementing and complying with the Act

Objectives

The objectives of this Policy are:

- To adopt the Universities Scotland Model Publication Scheme and to register the College's adoption of the Scheme with the Scottish Information Commissioner's Office;
- To maintain the approved Model Publication Scheme in accordance with the Act and to publish it in electronic and paper format;
- To develop, maintain and review a College-wide records management Code of Practice;
- To promote and adhere to the spirit of the Act whilst not prejudicing research activities, Intellectual Property Rights or current and future commercial initiatives;
- To implement procedures to deal effectively with individual requests for information;
- To promote awareness and best practice about the Act across the Institution

Implementation

This Policy will be implemented in conjunction with the College's Records Management Code of Practice and with due consideration to the over-arching principles of the Data Protection Act in time for the Act coming into force in January 2005.

Responsibilities

Responsibility for the overall implementation of this Policy and submission of the Publication Scheme to the Scottish Information Commissioner's Office will lie with the College Secretary.