

Requesting Information from the College

Edinburgh College of Art is committed to promoting an awareness of its role and activities through the publication of relevant information.

Under the Data Protection Act 1998, the Freedom of Information (Scotland) Act 2002 and the Environmental Information Regulations (2002), individuals have a number of rights with regard to obtaining information held by the College.

Freedom of Information (Scotland) Act 2002

The College already makes public large quantities of information. A description of all the information we publish is available in our Publication Scheme. If you wish to make an enquiry about information held by the College which is not already available under the Publication Scheme, please complete the "Request for Information Form" and send it to:

Planning & Policy Officer / Designated Officer
Edinburgh College of Art
Lauriston Place
Edinburgh EH3 9DF

In some instances, the College will not be required to release information to which an exemption of the Act legitimately applies. In such occurrence, the College will be required to explain why it is not releasing this information and in some instances may have to justify this decision to the Scottish Information Commissioner (see details below).

Complaints

If you are unhappy about the way the College has dealt with your enquiry please write to M W Wood, College Secretary in the first instance.

M W Wood
College Secretary
Edinburgh College of Art
Lauriston Place
Edinburgh EH3 9DF

If we are still unable to resolve your complaint you may seek an independent review and you should write to:

The Scottish Information Commissioners Office
Kirnburn Castle
Doubledykes Road
St Andrews
Fife KY16 9DS
Or log onto to www.itspublicknowledge.info

Format of information

Where your request covers information that is already published by the College, we will provide you with directions on how to locate the appropriate information in its usual published format.

Otherwise, we can provide you with (please tick your preference):

- the opportunity to view the information by appointment with the College Secretary
- the information in 'permanent' form (e.g. photocopies of the relevant information)
- Some other form (in some instances and when reasonably possible we may be able to provide information in another format)

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Notes

(i) Though there is no limit to the scope of the information you may request, please note that the College may have the right to refuse vexatious requests (under the terms of Section 14 of the Freedom of Information (Scotland) Act 2002, to obscure or suppress information that relates to other third parties (under the terms of Principles 1, 6 and 7 of the Data Protection Act 1998) and to not disclose information that is covered by relevant exemptions allowed by the Freedom of Information (Scotland) Act 2002.

(ii) If your request is refused or is only answered partially, a full explanation for our decision will be provided. You will be entitled to appeal to the College Secretary, and contact details will be provided. You will also be provided with details of how to make an external appeal to the Office of the [Scottish Information Commissioner](#).

(iii) In cases where the College holds only some of the information requested, we will respond as fully as we can. Should we need to redirect an enquiry to some other public body you will be informed accordingly.

Office use only

Request received: / / Fee : YES / NO Fee: £..... Response by : / /

Date fee set: / / Date fee received: / /

Clarification requested / / Clarification received / / *(Please append relevant correspondence)*

Notes (NB.If request is *refused*, attach all relevant correspondence i.e. S12 form)

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Date completed: Confirmed (signature).....

Please return the completed form to: Planning & Policy Officer / The Designated Officer, Lauriston Place, Edinburgh, EH3 9DF (0131 221 6084; [Planning & Policy Officer](#)). If you require advice in composing your request, please also contact the Planning & Policy Officer.