

## **Model Publication Scheme Guide to Information**

**This document outlines the Scottish Prison Service Guidance in relation to the Model Publication Scheme**

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**Unlocking Potential. Transforming Lives**

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## 1.0 Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme.

Authorities are under a legal obligation to:

- Publish the classes of information that they make routinely available; and
- Tell the public how to access the information and what it might cost.

The Scottish Prison Service (SPS) has adopted the Scottish Information Commissioner's (OSIC) Model Publication Scheme as updated in March 2021.

The purpose of this Guide to Information is to:

- Allow you to see what information is available (and what is not available) in relation to each class;
- State what charges may be applied;
- Explain how you can find the information easily;
- Provide contact details for enquiries and to get help with accessing the information; and
- Explain how to request information we hold that has not been published.

## 2.0 Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

## 3.0 Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under 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 explain why.

## 4.0 Copyright

Where the Scottish Prison Service holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied, whole or in part, or reproduced accurately
- it is not used in a misleading context, and
- the date and source of the material is acknowledged.

However, no part may be reproduced within a prospectus or in connection with any commercial activity or promotional or advertising campaign. Where the Scottish Prison Service does not hold the copyright in information we publish, we will make this clear.

## 5.0 Charges

### Non-Environmental Information

The Scottish Government does not charge anyone for making requests for, nor for providing, information under FOISA, but we will refuse to deal with a request where we estimate that it will cost more than £600 to locate, retrieve and provide the information.

### Environmental Information

The Scottish Government does not charge anyone for making requests for, nor for providing, environmental information under the EIRs, up to a limit of £600. Thereafter we may charge the full cost of providing the information. In the event that we decide to charge for the full cost of a request under the EIRs costing over £600, we will

issue you with notification of the charge and how it has been calculated. 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 locating, retrieving and providing the environmental information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

We are required by the Equality Act 2010 to make take steps to meet the needs of people who share a relevant protected characteristic. In terms of access to information, this means making reasonable adjustments to our practices to ensure that information is physically accessible. This may, for example, involve producing information in a larger script or different format where it is practicable to do so. The costs of this will be met by the Scottish Prison Service.

## Contact Us

You can contact us for assistance with any aspect of this publication scheme:

Scottish Prison Service

One Lochside

1 Lochside Avenue

Edinburgh

EH12 9DJ

Tel: 0131 330 3500

Email: [HQEnquiries@prisons.gov.scot](mailto:HQEnquiries@prisons.gov.scot)

We will also be pleased to advise you how to ask for information that we do not publish, or how to complain if you are dissatisfied with any aspect of this publication scheme.

## **6.0 The Classes of Information We Publish**

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

### **Class 1 - About the Scottish Prison Service (SPS)**

Information about the SPS, who we are, where to find us, how to contact us, how we are managed and our external relations.

### **Class 2 – How We Deliver our Functions and Services**

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

### **Class 3 – How We Take Decisions and What We Have Decided**

Information about the decisions we take, how we make decisions and how we involve others.

### **Class 4 – What We Spend and How We Spend It**

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

### **Class 5 – How We Manage Our Human, Physical and Information Resources**

Information about how we manage the human, physical and information resources of the SPS.

## **Class 6 – How We Procure Goods and Services from External Providers**

Information about how we procure goods and services, and our contracts with external providers.

## **Class 7 – How We Are Performing**

Information about how we perform as an organisation, and how well we deliver our functions and services.

## **Class 8 – Our Commercial Publications**

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

(We do not publish any information in this class)