

## Strathclyde Partnership for Transport

### Freedom of Information Policy

#### Introduction

The Freedom of Information (Scotland) Act 2002 (“FOISA”) and the Environmental Information (Scotland) Regulations 2004 (“EISR”) provide a general statutory right of access to information held by SPT, subject to certain limited conditions and exemptions. The freedom of information legislation also imposes certain duties on SPT as to the management of its records and the preparation and maintenance of a Publication Scheme setting out information which it makes routinely available and which can be quickly and easily accessed.

The Scottish Ministers have published codes of practice under FOISA, providing best practice guidance to public authorities on discharging their freedom of information and environmental information functions under the Act:

- Section 60 Code of Practice on Discharge of Functions.
- Section 61 Code of Practice on Records Management.

#### Policy Statement

SPT is committed to the principles underlying FOISA and EISR and undertakes:

- to conduct its business in accordance with the relevant Codes of Practice and in such a way as to promote openness and accountability, thereby maximising public trust in the workings of SPT;
- to take into account customer needs in presenting information;
- to maximise the publication of information through SPT’s Publication Scheme;
- to respect personal privacy in accordance with the principles set out in FOISA, EISR and the Data Protection Act 1998;
- to assist people in exercising their rights of access to information held by the Partnership; and
- to monitor, review and improve compliance with FOISA and EISR.

#### Scope of the Policy

This policy is applicable to all recorded information of any age held by SPT within the definition contained in the FOISA and EISR.

This policy applies to all employees and members of the Partnership.

#### Roles and Responsibilities

1. The Partnership has a responsibility to make its information available in accordance with FOISA and EISR. Responsibility for ensuring compliance with this policy lies with the Secretary of the Partnership.
2. The Partnership’s Freedom of Information Officer has day-to-day responsibilities for coordinating the Partnership’s freedom of information function. These responsibilities include drawing up guidance for compliance with FOISA, EISR and Codes of Practice and promoting compliance with this policy.
3. All staff, whether or not they create, receive or maintain any information, have responsibilities under FOISA and EISR. They must ensure that any request for information they may receive is handled in compliance with this policy and in accordance with SPT’s freedom of information guidelines.

#### Charges

SPT reserves the right to charge for fulfilling requests for information which is not in the Publication Scheme and the right to invoke the provisions relating to excessive cost of compliance.

Full details are contained in SPT’s Charging for Information Policy.