

THE UNIVERSITY OF ST ANDREWS

Guide to Information available through the Model Publication Scheme 2013

1. Introduction to the Guide to Information

The Freedom of Information (Scotland) Act 2002 (“the FOISA”) requires that all Scottish public authorities make certain types of information routinely available, and provide a guide to information telling the public how to access the information and what it might cost.

This Guide to Information also contains details of the environmental information that we routinely make available under the Environmental Information (Scotland) Regulations 2004 (“the EIRs”).

The University of St Andrews has adopted the Model Publication Scheme 2013 produced by the Scottish Information Commissioner, who is responsible for enforcing FOISA. This scheme has been approved until 31 May 2017. You can see this scheme on the Commissioner’s website at:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemesModelPublicationSchemes.asp> or by contacting us at the address below.

We have made a commitment to publish all information which we hold which falls within the classes of information in the scheme. This Guide to Information describes the information which we publish in accordance with the scheme, and how you can access this information.

We are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to the:

- services we provide;
- costs of those services;
- standard of those services;
- facts that inform the important decisions we take; and
- reasoning that informs our decisions.

This Guide to Information was prepared by the Scottish Higher Education Information Practitioners Group (“the SHEIP”), under the auspices of Universities Scotland’s Secretaries’ Group. SHEIP consulted the public authorities to be covered by the Guide, to assess what information should be included in the Guide, taking account of reviews of information requests, and assessments of previous publication scheme feedback.

2. Accessing information under the scheme

Our Guide to Information provides more details of the information available under the scheme, along with additional guidance on how the information falling within each of the Model Publication Scheme “classes” may be accessed.

Online:

Most information listed in our Guide to Information is available on our website. In many cases a link within **Section 8: Categories of information** will direct you to the relevant page or document. Where no such link is present, you can find this information using our website's "Search" facility at: [Administration A-Z](#). If you are still having trouble finding any document listed under our scheme, then please call the Freedom of Information Officer ("the FOI Officer" on 01334 462776 for further assistance.

By email:

If the information you seek is not published on our website, we can send it to you by email, wherever possible.

By phone:

Information provided through the scheme can also be requested from us over the telephone. Please call 01334 462776 to request information available under this scheme.

By post:

Information under the scheme may also be available in paper copy form. Please address your request to:

Freedom of Information Officer
IT Services
University of St Andrews
Butts Wynd
Fife
KY16 9AL
Tel No. 01334 462776
Email: foi@st-andrews.ac.uk

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see **Section 4: Our charging policy** for further information on fees). Please also include a telephone or e-mail or other contact details as appropriate so we can reach you to clarify any details, if necessary.

By inspection at our premises:

Some of the information that we publish in accordance with the scheme may be available for inspection on site. In such cases, this will be set out within Section 8 of the Guide to Information and relevant contact details provided.

Advice and assistance

If you have any difficulty identifying the information you want to access, then please contact the Freedom of Information Officer on 01334 462776 who will be happy to advise.

3. Information that we may withhold

Our aim in maintaining this Guide is to be as open as possible. All information covered by the publication scheme can either be accessed through our website, or will be provided promptly following our receipt of your request.

If a document contains information that the University may legitimately wish to exempt from disclosure under an appropriate section of 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 inform you that we have done so and provide an explanation of why the information is withheld. The Scottish Information Commissioner's guidance on information that may be exempt from publication is available here:

<http://www.itspublicknowledge.info/Law/FOISA-EIRsGuidance/Briefings.asp#exemptions>

If you wish to complain about any information which has been withheld from you, please refer to **Section 7– Contact us**.

4. Our charging policy

All information contained within our Guide is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below. If you request information for which there is a charge, we will inform you and explain how it has been calculated. Information will not be provided to you until payment has been received.

Reproduction costs:

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 20p per A4 side of paper (colour copy).

If materials require to be copied onto portable media the University will provide the materials on CD-ROM (or similar) at the rate of 50p per disk.

Postage cost:

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

We provide some information as commercial publications (for example, published books, magazines or academic journals). These publications will be charged at the cover price, plus actual postage costs, as charged by the Royal Mail. This price reflects a market value which may include the cost of production.

5. Our copyright policy

Where the University of St Andrews holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately;
- it is not used in a misleading context; and
- the source of the material is identified.

Where the University of St Andrews does not hold the copyright in information we publish, we will make this clear.

The publication scheme may, however, contain information where the copyright holder is not the University of St Andrews. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this Guide will indicate where we do not own the copyright on documents.

Information about Crown copyright material is available on the website of the Queen's Printer for Scotland at www.oqps.gov.uk.

6. How to access information not available under this scheme

If the information you want is not in our publication scheme, you have the right to request it from us. The FOISA and/or the EIRs gives you a right of access to the information we hold (whether we publish it or not), subject to certain exemptions.

Requests for information can be made to the University in writing or another recorded format (e.g. e-mail) – please see Section 7 Contact us (below). If you require assistance to make an information request, the FOI Office will be happy to assist you and/or to offer advice. Again, please use the contact details listed below.

More detailed information on accessing information can be found in Category 8.2 of the University's Guide to Information.

7. Contact us

You can contact us for assistance with any aspect of this guide to information. We will be pleased to hear your comments and suggestions, work to resolve any complaints, or advise you on how to ask for information that we do not routinely publish:

FOI Officer
IT Services
University of St Andrews
Butts Wynd
St Andrews
Fife
KY16 9AL

Tel No: 01334 462776

Fax No: 01334 462759

Email: foi@st-andrews.ac.uk

8. Categories of information

A list of the categories of information that we publish can be found in the attached document.

Version control	
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