



**Policy Title:** Freedom of Information and Environmental information Regulation Policy

**Policy Manual Section:** Governance

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این مطالب را می توانید به زبان هلی دیدی، اگر، به شکل چاپ به احروف درشت یا israF حروف بریل (به رای ناب، ینایان) و بر روی نوار صوتی درخواست نمایدید. در صورتی آه مایل به دریافت این مطالب به یکی از شکل های فوق هستید لطفاً با دفت Cadder HA تماس **0141 945 3282** تلفن شماره. اندید حاصل

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# Freedom of Information and Environmental Information Policy

## 1. Introduction

1.1. The Freedom of Information (Scotland) Act 2002 (“FOISA”) and the Environmental Information (Scotland) Regulations 2004 (“EIR”) place a general obligation on Scottish Public Authorities to allow the public access to information that they hold. Both FOISA and EIR are overseen by the Scottish Information Commissioner (“SIC”).

1.2. From 11 November 2019 Cadder Housing Association will be designated as Scottish Public Authority and will need to make information available in accordance with FOISA and EIR.

1.3. This is the Freedom of Information and Environmental Information Policy of Cadder Housing Association. The policy will:

- provide a general understanding of FOISA and EIR; and
- outline where responsibility lies for complying with the legal duties of Cadder Housing Association under FOISA and EIR

## 2. Policy Statement

2.1. Cadder Housing Association is committed to the underlying principles of openness and transparency underpinning FOISA and EIR and complying fully with the requirements of said legislation. To this end Cadder Housing Association will:

- follow the relevant Scottish Ministers Codes of Practice relating to FOISA and EIR, as well as any relevant guidance issued by SIC;
- take into account the needs of individuals when presenting information under FOISA and EIR;
- make all employees aware of their responsibilities under FOISA and EIR and support them in fulfilling those responsibilities;
- publish a wide range of information through our Publication Scheme;
- monitor compliance with FOISA and EIR with a view to continuous improvement;
- respect data protection in accordance with the GDPR and Data Protection Act 2018 when complying with FOISA and EIR;
- only withhold information where entitled to do so under FOISA and EIR and explain why information is withheld; and

- provide advice and assistance to individuals seeking to access information

### **3. Responsibilities**

- The Director will lead management responsibility for FOISA and EIR within Cadder Housing Association. This will include effective implementation and regular review of this Policy.
  - The Corporate Services Officer will be responsible for responding to requests under FOISA and EIR and who information requests should be forwarded to
  - The Corporate Services Officer will be responsible for collating information for sending out to requesters
  - The Corporate Services Officer will be responsible for making information available in accordance with our publication scheme
  - The Finance & Corporate Services Manager will be responsible for managing and responding to request for review
- All employees are responsible for:
  - familiarising themselves with this policy;
  - forwarding information requests received to the Corporate Services Officer as quickly as possible. If you are unsure how to recognise an information request you should seek guidance from the Corporate Services Officer;
  - seeking guidance from the Corporate Services Officer if they are unsure about any of the duties placed on Cadder Housing Association by FOISA or EIR;
  - responding to and providing information requested by the Corporate Service Officer or FCSM with the set timeframes outlined in the supporting procedures to implement this policy.
- Employees should be aware that where an information request is received and an employee deletes or alters information held by Cadder Housing Association with the intention of preventing disclosure of that information a criminal –offence is committed. Where employees are unsure if deletion or alteration of information may result in an offence they should seek guidance from the Corporate Services Officer.

- Compliance with this policy is compulsory for all employees of Cadder Housing Association. Any employee who fails to comply with this policy may be subject to disciplinary action.

#### **4. Scope of the Policy**

**4.1.** This policy applies to any information held by Cadder Housing Association which relates to one or more of the functions set out below, regardless of format. This will include information created internally and information received from third parties. It will also relate to information which is held on behalf of Cadder Housing Association.

**4.2.** This policy applies to all Cadder Housing Association employees.

#### **5. Background**

##### Why is Cadder Housing Association subject to FOISA and EIR?

**5.1.** Cadder Housing Association is subject to both FOISA and EIR by virtue of the: Freedom of Information (Scotland) Act 2002 (Designation of Persons as Scottish Public Authorities) Order 2019 (the “Order”).

**5.2.** The Order came into effect on 11 November 2019 and brought all Registered Social Landlords (“RSLs”) and certain RSL subsidiaries under the scope of FOISA and the EIR.

##### What is subject to FOISA and EIR?

**5.3.** However, in accordance with the terms of the Order, not everything that Cadder Housing Association does is subject to FOISA and EIR. Instead, Cadder Housing Association is only subject to these regimes in respect of certain functions, namely ‘housing services’ (as defined in s.165 of the Housing (Scotland) Act 2010) which Cadder Housing Association carries out – subject to some restrictions. Looking at the definition of ‘housing services’ and the restrictions which are set out in the Order the following functions carried out by Cadder Housing Association are covered by FOISA and EIR:

- the prevention and alleviation of homelessness
- the management of social housing accommodation
- the provision and management of sites for gypsies and travelers; and
- the supply of information to the Scottish Housing Regulator (SHR) by an RSL or a connected body (i.e. a subsidiary) in relation to its financial wellbeing and standards of governance.

##### What is the difference between FOISA and EIR?

- 5.4. EIR provides a right of access to 'Environmental Information' held by Cadder Housing Association. Environmental Information has a very wide definition which is set out in Regulations. Where a request under FOISA is received for Environmental Information it should be processed in accordance with EIR.
- 5.5. Whilst the obligations under FOISA and EIR are similar – there are some key differences that employees must be aware of when dealing with requests for information. Further guidance on the differences are available on SIC's website.

## **6. Legal Duties**

- 6.1. Cadder Housing Association has a number of legal duties which it must comply with under FOISA and EIR. These are set out in more detail below:

### Responding to Information Requests

- 6.2. People have the right to request information from Cadder Housing Association. Where the information requested is within the scope of the Order and Cadder Housing Association holds that information it must release the information unless an exemption (under FOISA) or an exception (under EIR) applies. Cadder Housing Association shall, when responding to requests for information from individuals, follow the Section 60 Code of Practice and any relevant guidance produced by SIC.
- 6.3. Cadder Housing Association will aim to respond to information requests promptly, and in any event within 20 working days of receiving the request (except in some circumstances under EIR where Cadder Housing Association is entitled to extend the timescale for responding by an additional 20 working days).
- 6.4. Where Cadder Housing Association is providing an individual with the information they have requested they will, in so far as is reasonable to do so, provide information in the format that the individual has requested and will adhere to any duties under the Equality Act 2010. Where Cadder Housing Association is refusing to provide information to individuals it will clearly explain to said individual what provision in FOISA or EIR allows Cadder Housing Association to withhold that information and why Cadder Housing Association believes that provision applies (including, where required, an explanation of how Cadder Housing Association has carried out the Public Interest Test).
- 6.5. Where Cadder Housing Association is asked to provide information which it does not hold, but Cadder Housing Association knows that another Scottish Public Authority does hold the requested information – Cadder Housing Association shall provide contact details of said

Authority to the individual requesting the information and explain that the individual may wish to request the information from that Scottish Public Authority. Where a request is being handled under EIR and these circumstances apply Cadder Housing Association shall offer to transfer the individual's request to the other Scottish Public Authority.

- 6.6.** Cadder Housing Association may choose to charge for fulfilling information requests received from individuals. Any charges made by Cadder Housing Association shall be made in accordance with:
- for requests being handled under FOISA: the Freedom of Information (Fees for Required Disclosure) (Scotland) Regulations 2004
  - for requests being handled under EIR: the Schedule of Charges set out in the Guide to Information of Cadder Housing Association, which is available on the website of Cadder Housing Association
- 6.7.** Any fee charged by Cadder Housing Association will be reasonable and will not exceed the costs to Cadder Housing Association of providing requested information.

#### Responding to Requests for Review

- 6.8.** Where someone has requested information from Cadder Housing Association and:
- Cadder Housing Association has failed to respond to the request within the 20 working day deadline (or extended deadline in respect of certain requests made under EIR); or
  - the person requesting the information is unhappy with the response to the request (for example where information has been withheld under one of the exemptions or exceptions available under FOISA/EIR)
- 6.9.** then they have the right to request that Cadder Housing Association reviews the response to their request to determine whether or not the provisions of FOISA or EIR have been followed.
- 6.10.** Where Cadder Housing Association performs a review and determines that a response to a request is not in accordance with FOISA or EIR Cadder Housing Association will take immediate steps to rectify this (which could, for example, include releasing information which was previously withheld).
- 6.11.** Where Cadder Housing Association performs a review and determines that a response to a request is in accordance with FOISA or EIR then Cadder Housing Association will notify the individual who asked for a review as quickly as possible.



- 6.12.** In any event Cadder Housing Association will handle all requests for review in accordance with the timescales set out in FOISA and EIR.
- 6.13.** Where an individual is unhappy with the response to their review request they may appeal to SIC. If an appeal is made by SIC and a decision handed down by them both Cadder Housing Association and the individual in question have a right to appeal to the courts on a point of law.

#### Provision of Advice and Assistance to Individuals

- 6.14.** Cadder Housing Association must provide individuals seeking to access information with advice and assistance. This advice and assistance will be provided with a view to ensuring that all barriers which may potentially prevent an individual from accessing information are removed. Cadder Housing Association will comply with this duty by following the guidance contained in the Section 60 Code of Practice issued by Scottish Ministers.

#### Publication of Information

- 6.15.** Cadder Housing Association shall publish information in accordance with its Publication Scheme through its Guide to Information. The Guide to Information of Cadder Housing Association will be available on its website and a paper format will also be available on request.

#### Data Protection

- 6.16.** Cadder Housing Association is committed to upholding its data protection obligations set out in the GDPR and the Data Protection Act 2018.
- 6.17.** Under data protection laws, individuals have the right to request access to all of the information that Cadder Housing Association holds about them. This and other rights that individuals have under data protection are not covered by this policy and you should refer to Cadder Housing Association's Data Protection Policy and Privacy Notices when dealing with these rights. Copies of these policies are available on the website.

## Appendix: Glossary of terms

<b>Term</b>	<b>Definition</b>
Environmental Information Request (EIR)	Requests for information under Freedom of Information as set out in The Environmental Information (Scotland) Regulations 2004
FOISA	The Freedom of Information (Scotland) Act 2002
GDPR	The General Data Protection Regulations that set out Data Protection legislation requirements
Model Publication Scheme	Model Scheme for publishing information to comply with FOISA as set out by the SIC
SIC	Scottish Information Commission, regulator for FOISA and EIR in Scotland
Scottish Public Authority	Body as defined by the Scottish Government that has to comply with FOISA. Applies to RSL's from November 2019 under the Freedom of Information (Scotland) Act 2002 (Designation of Persons as Scottish Public Authorities) Order 2019 (the "Order")
The Order	Freedom of Information (Scotland) Act 2002 (Designation of Persons as Scottish Public Authorities) Order 2019