

Our Guide to Information

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
- tell the public how to access the information and what it might cost.

The PIRC has adopted the **Model Publication Scheme** produced by the Scottish Information Commissioner. You can see this scheme by clicking [here](#) or by contacting us at the address below.

PIRC
2nd Floor, Hamilton House
Caird Park
HAMILTON
ML3 0QA

informationrequests@pirc.gov.scot

Telephone: 01698 542900

The purpose of this Guide to Information is to:

- allow the public to see what information is available (and what is not available) in relation to each class,
- state what charges may be applied
- explain how to find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published

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).

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 will remove or redact the information before publication and explain why.

Copyright

Where the PIRC 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 PIRC does not hold the copyright in information we publish, we will make this clear.

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website. We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the tables below:

Black and white photocopying

Size of paper	Pence per sheet of paper
A3	12p
A4	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A3	22p
A4	20p

Information provided on CD-Rom will be charged at £1.00 per computer disc, memory stick ranging from 4.99 to £19.99 depending on the amount of information (we estimate £10 would be adequate for most requests).

Postage costs can be recharged at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.

Please note that this charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

Duration

The only restriction to the length of time information is published on our web site is case information relating to Investigations and Reviews. In conjunction with the Retention Schedule on our Records Management Policy, this information is retained for 5 years only.

Contact us

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

Police Investigations & Review Commissioner
2nd Floor
Hamilton House
Hamilton Business Park
Caird Park
Hamilton
ML3 0QA

We will also 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. [Click here for more information.](#)

The classes of information that 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.

The classes are:

Class 1: About the authority

Class 2: How we deliver our functions and services

Class 3: How the authority takes decisions and what it has decided

Class 4: What the authority spends and how it spends it

Class 5: How the authority manages its human, physical and information resources

Class 6: How the authority procures goods and services from external providers

Class 7: How our authority is performing

Class 8: Our commercial publications

Class 9: Our open data

CLASS 1: ABOUT THE AUTHORITY

Class description: Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations.

The information we publish under this class:

Our enabling legislation

[The Police, Public Order and Criminal Justice \(Scotland\) Act 2006](#)

[Police and Fire Reform \(Scotland\) Act 2012](#)

About us

[The Commissioner's role](#)
[How to ask the Commissioner to review a complaint](#)
[The Commissioner's biography](#)
[Senior Management Team Biographies](#)
[Corporate & Business Plans](#)

Contacting us
[Our contact details and opening hours](#)
[Media enquiries](#)
[Complaints about the PIRC](#)
[Making an information request](#)

Governance and Accountability
[Overview of PIRC finance & governance](#)
[Governance and Accountability Framework Document](#)
[Audit and Accountability Committee Minutes](#)
[Heads of Department Group Meeting Minutes](#)
[Register of interests](#)

External relations
[Memoranda of Understanding](#)
[Scottish Public Services Ombudsman - making a complaint about the PIRC](#)
[Scottish Information Commissioner - FOI](#)
[Information Commissioner's Office - DPA](#)

Keeping others informed
[News releases](#)

Corporate policies and procedures
[PIRC Company policies such as Unacceptable Actions Policy and Complaint Handling Procedures](#)

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

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

The information we publish under this class:

[What we do](#)
[Our complaint review process](#)
[Investigations Role](#)
[Complaint handling procedures](#)
[Frequently asked questions](#)
[A guide for officers on the role of the PIRC](#)
[Form - Application for review form](#)

Our quality and standards function
[Learning Point Bulletins](#)

Strategic and operational plans

[Corporate & Business Plans](#)

Standards of service

[Standards of Service](#)

CLASS 3: HOW THE AUTHORITY TAKES DECISIONS AND WHAT IT HAS DECIDED

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

The information we publish under this class:

Complaint review

[Our complaint review process](#)

[Complaint handling reviews](#)

Investigations

[What we Investigate](#)

[Published Investigations](#)

CLASS 4: WHAT THE AUTHORITY SPENDS AND HOW IT SPENDS IT

Class description: 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).

The information we publish under this class:

Finance

[Annual Accounts](#)

[Public Services Reform \(Scotland\) Act](#)

CLASS 5: HOW THE AUTHORITY MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description: Information about how we manage the human, physical and information resources of the authority.

The information we publish under this class:

Human resources

[PIRC Policies & Procedures](#)

[Recruitment](#)

Information resources

[Publications](#)

CLASS 6: HOW THE AUTHORITY PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS

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

The information we publish under this class:

[Contracts and Procurement](#)

CLASS 7: HOW OUR AUTHORITY IS PERFORMING

Class description: Information about how the authority performs as an organisation, and how well it delivers its functions and services.

The information we publish under this class:

[Annual reports and Accounts](#)

CLASS 8: OUR COMMERCIAL PUBLICATIONS

Class description: 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. The information we publish under this class:

We do not hold or publish any information.

CLASS 9: OUR OPEN DATA

Class description: Open data made available by the authority as described by the Scottish Government's [Open Data Resource Pack](#) and available under an open licence.

We do not hold or publish any information.

Version Control Data

Title:	Guide to Information		
Author:	Janice Carter, Information Officer		
Approver:	Sharon Smit, Head of HR & Corporate Services		
Last Updated:	February 2019		
Summary of last modification:	New SIC Version Update and Link Audit		
Links Audit 1 by:	Janice Carter	Links Audit 2 by:	Kirsty Gordon
Date of modification	August 2019		
Next review date:	August 2020		