

2. Access to Information

Introduction

This section tells people how to request information from the institution, both under the Freedom of Information (Scotland) Act, the Data Protection Act and the Environmental Information (Scotland) Regulations. It also covers institutional procedures for these pieces of legislation.

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Freedom of Information requests	Details of how to request information from the institution	Name, address and contact information of the Institution's main contact point for requests.	http://www.rgu.ac.uk/footer/freedom-of-information	Free	
Personal information requests	Details of how to make subject access requests under the Data Protection Act	Name, address and contact information of the Institution's main contact point for requests.	http://www.rgu.ac.uk/about/governance/information-governance/data-protection	Free	
Information legislation policies	Institutional policies and procedures on Freedom of Information, Data Protection and Environmental Information	Includes information on requesting reviews or making complaints, and procedures for dealing with subject access request.	http://www.rgu.ac.uk/about/governance/information-governance	Free	
Records Management and Archiving Policy	Policies and guidance relating to our Records Management, Records and Information retention and archiving policies	The Records Management Department provides advice, guidance and training to all areas of The Robert Gordon University on information asset management issues, including Records Management practices and procedures.	http://www.rgu.ac.uk/about/planning-and-policy/policies	Free	