

## 17. External and Community Relations

### Introduction

This section covers information relating to the institution's relationship with its external environment. These include how it manages its relationship with the local community and how it retains contact with its former staff and students.

By virtue of its nature most institutions will probably find that the majority of these classes are already made available to the public by some means.

In some instances, information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person.

Class Name	Description	Examples/Comments	Format of Information	Fee	Withheld
<a href="#">Alumni</a>	Arrangements for keeping in touch with former staff and students	Examples Include: <ul style="list-style-type: none"><li>• Services provided to alumni</li><li>• Reunions &amp; Events</li></ul>		Free	
<a href="#">Community Relations</a>	Description of the facilities and services available to the local community	Throughout the year there are a variety of opportunities for prospective students to visit Robert Gordon University, meet staff and view the facilities first hand.  From individual visits at one of our Visit Afternoons, to Open Days and Open Evenings we will be happy to meet you and introduce you to the first-class facilities that we have to offer.		Free	

Class Name	Description	Examples/Comments	Format of Information	Fee	Withheld
<a href="#">Development activities</a>	Promotional material relating to institutional fundraising objectives	Examples Include: <ul style="list-style-type: none"> <li>• Current Projects</li> <li>• Details on how to donate</li> </ul>		Free	Some material maybe exempt as it is “intended for future publication” under s.27 of the Act
<a href="#">Public Relations</a>	Information created specifically to publicise facilities and activities.	Examples Include: <ul style="list-style-type: none"> <li>• Press releases</li> <li>• Newsletters and magazines</li> </ul>		Free	