

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	Fee
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.	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.	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.	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 Robert Gordon University on information asset management issues, including Records Management practices and procedures.	Free