

The Scottish Centre For Children With Motor Impairments



Freedom of Information – How to make an FOI/EIR request to SCCMI

The Scottish Centre for Children with Motor Impairments (SCCMI) is a public authority in relation to the Freedom of Information (Scotland) Act 2002 (FOI) and is therefore subject to freedom of information legislation. For more information visit <http://www.itspublicknowledge.info>.

Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (EIR) provides a separate right of access to information that we hold. (e.g information on air, water, soil and land

To make a request:

If you wish to make an FOI request to SCCMI this should be done in writing or another recordable format. EIR requests can be made verbally. You should provide:

1. Your Name
2. Contact details so that we can respond to you
3. A description of the information you are requesting

You do not need to say why you wish the information however it may help us to better identify the information you wish to see if you do provide this detail.

You should send your request via e mail to:

FOI@craighalbert.org.uk

or by post to:

Lynne Harrison
Head of Administration & Resources Management
SCCMI
The Craighalbert Centre
1 Craighalbert way
Cumbernauld
G68 0LS

Responding to a request:

Once we have received your information request, we may contact you if we need to clarify your request or discuss how best to provide the information you wish to see. We will then search our records for the information you have requested and respond to you within 20 working days of your request with either the information you have requested, or if we have not been able to provide this, either due to it being exempt under FOI legislation or not held in a publishable format, details of why we have not been able to do so.

Requests for personal information about you as an individual (a subject access request) are subject to the Data Protection Act. Such requests should be submitted to the contact details provided above. Proof of your identity should also be provided with the request (passport/driving licence). Once we have received your information request, we may contact you if we need to clarify your request or discuss how best to provide the information you wish to see. We will then search our records for the information you have requested and respond to you within 40 working days of your request with either the information you have requested, or if we have not been able to provide this details of why we have not been able to do so.

Charges

There is no charge to view information on our website or at our premises. If we send published information to you, we may ask you to pay the costs of providing it 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 table below:

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)	Pence per double sided copy (black and white)	Pence per double sided copy (colour)
A3	6p	10p	7p	11p
A4	5p	9p	6p	10p

Information provided on CD-Rom will be charged at £1.00 per computer disc, memory stick max £10.

We will recharge any postage costs 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 for our published information.

We may charge for unpublished information provided in response to a request for it. Where it would cost us £100 or less to provide the information to you, we will not impose a charge. If it costs us between £100 and £600 to provide the information, we may ask you to pay 10% of that part of the cost. So, for example, if it costs us £400, then we may charge up to £30 (i.e. first £100 is free, then we may charge 10% of the cost between £100 and £400). Where it would cost more than £600 to provide information to you, we may ask you to pay the costs as set out above up to £600 and the remaining costs over £600 in full.

In the case of requests for a person's own personal data (subject access request), we may charge up to £10 per request or up to £50 if it is in relation to paper health or education records.

Charges are payable prior to any information search taking place. Should a charge be applicable we will provide you with written notice of the charges and how they have been calculated as soon as is practicable after receipt of your request. The response times for SCCMI responding to information or subject access requests identified above will begin again once payment has been received and will in total take no longer than 20 working days (40 for subject access requests).

Payment of fees is required within 3 months of the fee notice being issued, however should we not hear from you within 20 days of issuing a fee notice, it will be assumed that you no longer wish to proceed with your information request.

We are pleased to provide advice and assistance to help requesters frame their requests to reduce the possibility of charges for information.

This charging schedule does not apply to any commercial publications we may offer.

Additional Information:

Information about information we make available can be found in our Guide to information (insert URL).