

**Ferguslie Park Housing Association**  
**Freedom of Information and Environmental Information Policy**



## **Introduction**

The Freedom of Information (Scotland) Act 2002 (“FOISA”) and the Environmental Information (Scotland) Regulations 2004 (“EIR”) place a general obligation on Scottish Public Authorities to allow the public access to information that they hold. Both FOISA and EIR are overseen by the Scottish Information Commissioner (“SIC”).

Ferguslie Park Housing Association (FPHA) was designated as a Scottish Public Authority from November 2019 and has therefore made information available in accordance with FOISA and EIR.

The policy:

- provides a general understanding of FOISA and EIR; and
- outlines where responsibility lies for complying with the legal duties of FPHA under FOISA and EIR.

## **Policy Statement**

FPHA is committed to the underlying principles of openness and transparency underpinning FOISA and EIR and complying fully with the requirements of said legislation. To this end, the Association will:

- follow the relevant Scottish Ministers Codes of Practice relating to FOISA and EIR, as well as any relevant guidance issued by SIC;
- take into account the needs of individuals when presenting information under FOISA and EIR;
- make all employees aware of their responsibilities under the FOISA and EIR and support them in fulfilling those responsibilities;
- publish a wide range of information through our Publication Scheme;
- monitor compliance with FOISA and EIR with a view to continuous improvement;
- respect data protection in accordance with the GDPR and Data Protection Act 2018 when complying with FOISA and EIR;
- only withhold information where entitled to do so under FOISA and EIR and explain why information is withheld; and
- provide advice and assistance to individuals seeking to access information.

## **Responsibilities**

- The Finance & Corporate Services Manager has lead management responsibility for FOISA and EIR within the Association. This will include effective implementation and regular review of this Policy.
  - The Finance & Corporate Services Manager and the Governance & Corporate Services Co-ordinator will be responsible for co-ordinating the request process and ensuring requests are responded to on time. Once the Corporate Services team are notified of a request, the information request will be passed onto the relevant section head i.e. Group Chief Executive Officer, Head of Operations or Finance & Corporate Services Manager. These head of departments are responsible for:
    - Responding to requests under FOISA and EIR and who information requests should be forwarded to;
    - Collating information for sending out to requesters;
    - Making information available in accordance with our publication scheme; and
    - Dealing with requests for review.
- All employees are responsible for:
  - Familiarising themselves with this policy.
  - Forwarding information requests received to the Corporate Services team as quickly as possible. If unsure how to recognise an information request, guidance should be sought from the Finance & Corporate Services Manager.
  - Seeking guidance from the Finance & Corporate Service Manager if unsure about any of the duties placed on the Association by FOISA or EIR.
  - Being aware that where an information request is received and an employee deletes or alters information held by FPHA with the intention of preventing disclosure of that information, a criminal offence is committed. Where employees are unsure if deletion or alteration of information may result in an offence they should seek guidance from the Finance & Corporate Services Manager.
- Compliance with this policy. This is compulsory for all employees of FPHA and any employee who fails to comply with this policy may be subject to disciplinary action.

## **Scope of the Policy**

This policy applies to any information held by the Association which relates to one or more of the functions set out above, regardless of format. This will include information created internally and information received from third parties. It will also relate to information which is held on behalf of FPHA.

This policy applies to all FPHA employees.

## **Background**

### **Why is FPHA subject to FOISA and EIR?**

FPHA is subject to both FOISA and EIR by virtue of the: Freedom of Information (Scotland) Act 2002 (Designation of Persons as Scottish Public Authorities) Order 2019 (the “Order”).

The Order came into effect on 11 November 2019 and brought all Registered Social Landlords (“RSLs”) and certain RSL subsidiaries under the scope of FOISA and the EIR.

### **What is subject to FOISA and EIR?**

However, in accordance with the terms of the Order, not everything that the Association does is subject to FOISA and EIR. Instead, FPHA is only subject to these regimes in respect of certain functions, namely ‘housing services’ (as defined in s.165 of the Housing (Scotland) Act 2010) which the Association carries out – subject to some restrictions. Looking at the definition of ‘housing services’ and the restrictions which are set out in the Order the following functions carried out by FPHA are covered by FOISA and EIR:

- the prevention and alleviation of homelessness;
- the management of social housing accommodation;
- the provision and management of sites for gypsies and travelers; and
- the supply of information to the Scottish Housing Regulator (SHR) by an RSL or a connected body (i.e. a subsidiary) in relation to its financial wellbeing and standards of governance.

### **What is the difference between FOISA and EIR?**

EIR provides a right of access to ‘Environmental Information’ held by FPHA. Environmental Information has a very wide definition which is set out in Regulations.

Where a request under FOISA is received for Environmental Information it should be processed in accordance with EIR.

Whilst the obligation under FOISA and EIR are similar – there are some key differences that employees must be aware of when dealing with requests for information. Further guidance on the differences are available on SIC's website.

## **Legal Duties**

FPHA has a number of legal duties which it must comply with under FOISA and EIR. These are set out in more detail below:

### **Responding to Information Requests**

People have the right to request information from FPHA. Where the information requested is within the scope of the Order and the Association holds that information it must release the information unless an exemption (under FOISA) or an exception (under EIR) applies. FPHA shall, when responding to requests for information from individuals, follow the Section 60 Code of Practice and any relevant guidance produced by SIC.

FPHA will aim to respond to information requests promptly, and in any event within 20 working days of receiving the request (except in some circumstances under EIR where the Association is entitled to extend the timescale for responding by an additional 20 working days).

Where FPHA is providing an individual with the information they have requested they will, in so far as is reasonable to do so, provide information in the format that the individual has requested and will adhere to any duties under the Equality Act 2010. Where FPHA is refusing to provide information to individuals it will clearly explain to said individual what provision in FOISA or EIR allows FPHA to withhold that information and why FPHA believes that provision applies (including, where required, an explanation of how FPHA has carried out the Public Interest Test).

Where FPHA is asked to provide information which it does not hold, but the Association knows that another Scottish Public Authority does hold the requested information – FPHA shall provide contact details of said Authority to the individual requesting the information and explain that the individual may wish to request the information from that Scottish Public Authority. Where a request is being handled under EIR and these circumstances apply, FPHA shall offer to transfer the individual's request to the other Scottish Public Authority.

FPHA may choose to charge for fulfilling information requests received from individuals. Any charges made by FPHA shall be made in accordance with:

- requests being handled under FOISA: the Freedom of Information (Fees for Required Disclosure) (Scotland) Regulations 2004
- requests being handled under EIR: the Schedule of Charges of FPHA

Any fee charged by FPHA will be reasonable and will not exceed the costs to the Association of providing requested information.

### Responding to Requests for Review

Where someone has requested information from FPHA and:

- FPHA has failed to respond to the request within the 20 working day deadline (or extended deadline in respect of certain requests made under EIR); or
- the person requesting the information is unhappy with the response to the request (for example where information has been withheld under one of the exemptions or exceptions available under FOISA/EIR)

then they have the right to request that FPHA reviews the response to their request to determine whether or not the provisions of FOISA or EIR have been followed.

Where FPHA performs a review and determines that a response to a request is not in accordance with FOISA or EIR, FPHA will take immediate steps to rectify this (which could, for example, include releasing information which was previously withheld).

Where FPHA performs a review and determines that a response to a request is in accordance with FOISA or EIR then FPHA will notify the individual who asked for a review as quickly as possible.

In any event FPHA will handle all requests for review in accordance with the timescales set out in FOISA and EIR.

Where an individual is unhappy with the response to their review request they may appeal to SIC. If an appeal is made by SIC and a decision handed down by them both FPHA and the individual in question have a right to appeal to the courts on a point of law.

### Provision of Advice and Assistance to Individuals

FPHA must provide individuals seeking to access information with advice and assistance. This advice and assistance will be provided with a view to ensuring that all barriers which may potentially prevent an individual from accessing information are removed. FPHA will comply with this duty by following the guidance contained in the Section 60 Code of Practice issued by Scottish Ministers.

### Publication of Information

FPHA shall publish information in accordance with its Publication Scheme through its Guide to Information. The Guide to Information of FPHA will be available on its website and a paper format will also be available on request. The Guide is updated on an annual basis.

### Data Protection

FPHA is committed to upholding its data protection obligations set out in the GDPR and the Data Protection Act 2018.

Under data protection laws, individuals have the right to request access to all of the information that FPHA holds about them. This and other rights that individuals have under data protection are not covered by this policy and are set out in the FPHA Privacy Policy.

## Equality Impact Assessment

Name of policy to be assessed.	Is this a new policy or a review?	Author	Date:
Freedom of Information and Environmental Information Policy	Review	Cindy McNeill	October 2022

**1. Briefly describe the aims, objectives, and purpose of the policy**

To outline how the Association should respond to FOI and EIR requests in order to comply with the law.

**2. Who is intended to benefit from the policy? (e.g. staff, service users, applicants, tenants, staff, contractors)**

The staff and the public as the policy sets out how to respond to FOI and EIR requests.

**3. What are the intended outcomes of this policy?**

Staff are aware of their responsibilities under the policy and provide advice and assistance and respond to requests correctly and within the statutory timescales.

**4. Which protected characteristics could be affected by the policy (tick all that apply)**

Protected Characteristics	
Age	
Disability	✓
Gender reassignment	
Marriage & Civil Partnership	
Pregnancy & Maternity	
Race	✓
Religion or Belief	
Sex	
Sexual Orientation	

**5. If the policy is not relevant to any of the protected characteristics groups state why and end the process here.**

Protected characteristics would not affect a member of staff's ability to provide information requested under FOI or EIR unless it concerned staff with visual impairments for example or English as a second language.

**6. Describe the likely positive/negative impacts the policy could have on the protected characteristic groups.**



**Positive:**

**Negative:**

Race- Minority Ethnic – the policy is written in English and could be restrictive for those where English is not the person’s first language.

Disability – the policy is written in English and could be restrictive for those with learning disabilities.

**7. What actions are required to address the impacts arising from this assessment?**

1. Offer a translated version of the policy where needed.
2. Offer another format of the policy where needed.