

Freedom of Information (Scotland) Act 2002

Rights of Review and Appeal

The University of Stirling is committed to complying with the Freedom of Information (Scotland) Act 2002 and to fostering a culture of openness and transparency. The University also believes it is in everyone's interest to resolve complaints as quickly as possible and within the prescribed time period detailed in s.21 of the Act.

Under the Act, if your request for information is refused, only partially answered or a fee is requested, you will receive a full explanation of this decision with reference to applicable exemptions and the Act's fees regulations. If you are dissatisfied with the way we have dealt with your request for information, you are entitled to ask us to review our actions and decisions (known as a "requirement for review"). If you would like to submit such a request, then please do so in writing, stating your name and address and specifying the information to which the review refers and the reason for your dissatisfaction.

Such submissions should be received not later than the fortieth working day after the expiry of the University's "Time for Compliance" (s.10 of the Act), which is generally 20 working days after receipt of the original request.¹ The University has 20 working days to conduct the review and provide you with a response. The review will be led by a member of staff not involved in the original decision.

Requirement for review submissions should be forwarded, in the first instance to:

FOI Unit
University of Stirling
Stirling
FK9 4LA Email: foiunit@stir.ac.uk

However, if you are still dissatisfied with our decisions and/or actions after the review has been conducted, you can make an application for determination by the Scottish Information Commissioner. The Commissioner can then investigate the decision and determine whether you should receive the information requested in full or in part. Appeals to the Commissioner should be made within six months of notification of our final decision.

The Scottish Information Commissioner can be contacted at:

Scottish Information Commissioner,
Kinburn Castle,
Doubledykes Road,
St Andrews, Fife
KY16 9DS
Telephone: 01334 464610

You also have the right to appeal to the Court of Session on a point of law following a decision of the Commissioner.

¹ Time periods for compliance can extend beyond the quoted twenty working days, i.e. if the University has to seek further information from an enquirer, in order to answer their enquiry or when a fees notice has been issued.