

# Guide to information available through the Model Publication Scheme 2015



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The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and whether information is available free of charge or on payment.

Scottish Canals has adopted the **Model Publication Scheme 2015** produced by the Scottish Information Commissioner. It is approved until 31 May 2019.

You can see this scheme on our website at [www.scottishcanals.co.uk](http://www.scottishcanals.co.uk) or by contacting us at the address below.

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class,
- state what charges may be applied
- explain how you can find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published

### Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

### Exempt information

We will publish the information we hold that falls within the classes of information. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

### Copyright and re-use

Where Scottish Canals holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately
- it is not used in a misleading context, and

- the source of the material is identified

Where Scottish Canals does not hold the copyright in information we publish, we will make this clear.

## **Charges**

Wherever possible, information contained within our Guide is available from us free of charge, where it can be downloaded from our website, where it can be sent to you electronically by email or viewed at our premises.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual cost of reproduction and postage to Scottish Canals as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

### **Reproduction costs:**

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white) and 30p per A4 side of paper (colour copy).

Information provided on CD-ROM will be charged at £1.00 per computer disc.

Postage costs will be recharged 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 in relation to our published information.

This charging schedule does not apply to our commercial publications (see Class 8) . These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

## **Contact us**

You can contact us for assistance with any aspect of this publication scheme:

Scottish Canals  
Canal House  
Applecross Street  
Glasgow  
G4 9SP

Email: [enquiries@scottishcanals.co.uk](mailto:enquiries@scottishcanals.co.uk)

Tel: 0141 332 6936 (please ask to be put through to Nicola Christie)

We will also be pleased to advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

### **The classes of information that we publish**

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

Class 1: About Scottish Canals

Class 2: How we deliver our functions and services

Class 3: How we take decisions and what we have decided

Class 4: What we spend and how we spend it

Class 5: How we manage our human, physical and information resources

Class 6: How we procure goods and services from external providers

Class 7: How we are performing

Class 8: Our commercial publications