

Name: Alex Parsons

Address:

E-mail: xxxxxxxxxxxxxxxxxxxxxxxxxxxx@xxxxxxxxxxxxxxxx.xxx

If calling please ask for:
Kenny McKaig 01382 434577

Dear Sir/Madam

Freedom of Information Request Reference No. 20180626005

I refer to your request of 26/06/2018

The answers to your questions are as follows:

1. How many people are employed to deal with FOI?

One, although other employees have FOI in their remit they are not directly employed to deal with it.

2. What is the budget for administering FOI?

Nil

3. Do you use case management software for FOI? If so, which one?

yes, Internal database

4. Do you publish a disclosure log?

No

Your Right to Appeal

If you are unhappy with this reply you may require the Council to review its actions and decisions in relation to your request.

The requirement for review must:-

- be in writing or other permanent form (please address it to me);
- state your name and give an address for correspondence;
- specify the original request for information and the matter which gives rise to your dissatisfaction; and
- be made within 40 working days of the date of this response, although the Council may, if it considers it appropriate to do so, consider requirements for review after that time has passed.

Your requirement for review will be dealt with by the Chief Executive. He will reply to you in writing promptly and in any event within 20 working days. He may:-

- confirm my decision with or without modification;
- substitute a different decision for my decision;

and will give you his reasons for so doing. If you are unhappy with the Chief Executive's decision you may then appeal to the Scottish Information Commissioner. You must submit your appeal to the Scottish Information Commissioner within six months of receiving the Chief Executive's decision.

Further details on the Scottish Information Commissioner's appeal procedure can be found using the direct link www.itspublicknowledge.info/Appeal or email xxxxxxxx@xxxxxxxxxxxxxxxxxxxx or telephone (01334) 464610 or write to Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS.

Yours faithfully

Kenneth McKaig
Legal Manager