

From: [redacted]
Sent: 15 February 2021 14:40
To: [redacted]; [redacted]
Subject: FOI - HSC - TRIAGE - Cost of Security for Quarantine - [redacted] - 202100157281

Hi [redacted], [redacted]

Would you be able to give me a steer to a home for the below FOI? Directly below is some triage advice as per the service offered by the FOI Unit. I'll be the point of contact on this one so please get in touch if I can help in any way.

Best wishes

[redacted]
FOI Unit

[redacted] | FOI Manager, FOI Unit | Scottish Government | 2W St Andrew's House, Regent Road, Edinburgh EH1 3DG | M: [redacted]

I am currently working from home, and can be contacted by email, Skype for Business, or on my mobile.

Dear case handler

The information request below has been assessed by the FOI Unit in line with [Criteria for Decision-making](#) agreed with the Scottish Information Commissioner. We consider this is a valid request for information and should be treated as such under FOI(S)A.

Under FOISA we have a statutory obligation to respond promptly to all requests. Following the Scottish Information Commissioner's intervention into the Scottish Government's FOI Performance and practice, we have committed to meeting the Commissioner's target of responding to at least 95% of requests within the statutory deadline. It is therefore imperative that the response to this case should issue within the statutory deadline which is **15 March 2021**.

Actions

Please now 'assign to self' through the 'Case Actions' tab on MiCase. Link: [MiCase - View Case 157281](#)

Send the requester an FOI specific acknowledgement letter, following the standard template ([FOISA Request Templates](#), page 5).

Please complete all relevant paperwork as your case progresses, including the mandatory [Statement of Compliance](#) The Statement of Compliance list details of all items of information identified as being potentially within scope of the request and provide a summary of the decisions you have made as case handler. The [Searches Template](#) should also be used to record details of searches carried out.

Sensitivity

We would assess this case as **sensitive**. You should ensure that officials of appropriate seniority in your business area are aware of the request, but a Ministerial decision will be required as a result of our assessment. You should therefore seek input from SPADS before making your final submission to your Minister. You may find the Submissions templates here useful.

<https://erdm.scotland.gov.uk:8443/documents/qA962816>. Our assessment of sensitivity can change once full searches have been completed. At that point, if you do not consider this case to be sensitive, then please engage with me at the FOI Unit to help me reassess the case. You should also make your Comms team aware at this stage so that they can consider media handling in parallel with your handling of the request.

Resources

- ✚ An overview of the FOI Handling process is provided by our [Checklist Guidance](#) document. There is also high level [Saltire Guidance](#) regarding FOI requests and the role of this Unit
- ✚ A more detailed set of guidance documents, including letter templates and information about standard approaches is available here [Freedom of Information \(FOI\): SharePoint: 2020-2025](#)
- ✚ [SharePoint Collection](#) contains our previously available FOI SharePoint guidance
- ✚ Redacting guidance is here: <http://saltire/my-workplace/it-and-information-management/data-protection/Pages/redaction-of-information.aspx>
- ✚ The Scottish Information Commissioner's [Briefings and Guidance](#) for Scottish Public Authorities is a useful resource for any officer handling an FOI request. This includes detailed guidance on the various exemptions which may apply under FOISA. We would strongly advise that you familiarise yourself with the relevant Briefing from the Commissioner before applying any of the exemptions available under the legislation
- ✚ There is also an introductory e-learning module on the SG learning portal: <https://scotgov.learningnexus.co.uk/login/index.php>

From: [redacted]<[redacted]@jpress.co.uk>

Sent: 15 February 2021 11:03

To: Central Enquiry Unit <CEU@gov.scot>

Subject: FOI Request

Dear FOI Officer,

I am writing to you to request the following information.

1) The cost of the contract with security firm G4S in regards to their contract to escort passengers requiring to take part in managed quarantine (quarantine hotels).

2) Whether there was a procurement process for this contract.

3) The length of the contract agreement with G4S for this work.

Best wishes,
[redacted]--

Best wishes,
[redacted]
Politics Reporter
The Scotsman
Phone: [redacted]
Mobile: [redacted]

From: [redacted]
Sent: 11 January 2021 16:30
To: COVID-19 Vaccinations Team
Cc: HSC Group Hub
Subject: FOI - HSC - TRIAGE - Covid-19 vaccine to date - [redacted] - 202100135374

Colleagues

Below is an FOI that I believe may be handled by your policy area and directly below is some triage advice as per the service offered by the FOI Unit. I'll be the point of contact on this one so please get in touch if I can help in any way.

Best wishes

[redacted]
FOI Unit

[redacted] | FOI Manager, FOI Unit | Scottish Government | 2W St Andrew's House, Regent Road, Edinburgh EH1 3DG | M: [redacted]

I am currently working from home, and can be contacted by email, Skype for Business, or on my mobile.

Dear case handler

The information request below has been assessed by the FOI Unit in line with [Criteria for Decision-making](#) agreed with the Scottish Information Commissioner. We consider this is a valid request for information and should be treated as such under FOI(S)A.

Under FOISA we have a statutory obligation to respond promptly to all requests. Following the Scottish Information Commissioner's intervention into the Scottish Government's FOI Performance and practice, we have committed to meeting the Commissioner's target of responding to at least 95% of requests within the statutory deadline. It is therefore imperative that the response to this case should issue within the statutory deadline which is **08 February 2021**

Actions

Please now 'assign to self' through the 'Case Actions' tab on MiCase. [MiCase - View Case 135374](#)

Send the requester an FOI specific acknowledgement letter, following the standard template ([FOISA Request Templates](#), page 5).

Please complete all relevant paperwork as your case progresses, including the mandatory [Statement of Compliance](#) The Statement of Compliance list details of all items of information identified as being potentially within scope of the request and provide a summary of the decisions you have made as case handler. The [Searches Template](#) should also be used to record details of searches carried out.

Sensitivity

We would initially assess this case as **routine**. As such it should not require a Ministerial decision in terms of disclosure. Please ensure that decisions on disclosure are taken by officials of appropriate seniority. You may find the Submissions templates here useful. <https://erdm.scotland.gov.uk:8443/documents/qA962816>. If necessary please sight your Comms team if you consider that parallel media handling is required. This assessment of sensitivity can change once full searches have been completed. If this case becomes more sensitive and you consider that it requires a Ministerial decision, and so it is to be sent to SpAds prior to that, then please engage with the FOI Unit to help us reassess the case.

Resources

- ✚ An overview of the FOI Handling process is provided by our [Checklist Guidance](#) document. There is also high level [Saltire Guidance](#) regarding FOI requests and the role of this Unit
- ✚ A more detailed set of guidance documents, including letter templates and information about standard approaches is available here [Freedom of Information \(FOI\): SharePoint: 2020-2025](#)
- ✚ [SharePoint Collection](#) contains our previously available FOI SharePoint guidance
- ✚ Redacting guidance is here: <http://saltire/my-workplace/it-and-information-management/data-protection/Pages/redaction-of-information.aspx>
- ✚ The Scottish Information Commissioner's [Briefings and Guidance](#) for Scottish Public Authorities is a useful resource for any officer handling an FOI request. This includes detailed guidance on the various exemptions which may apply under FOISA. We would strongly advise that you familiarise yourself with the relevant Briefing from the Commissioner before applying any of the exemptions available under the legislation
- ✚ There is also an introductory e-learning module on the SG learning portal: <https://scotgov.learningnexus.co.uk/login/index.php>

From: [redacted]<[redacted]@jpress.co.uk>

Sent: 11 January 2021 14:41

To: Central Enquiry Unit <CEU@gov.scot>

Subject: FOI Request

Dear FOI Officer,

I am writing to you to request the following information.

Since the beginning of the rollout of the Covid-19 vaccine to date, please provide me with the following information.

- 1) For each day, detail how many Pfizer vaccines were delivered to NHS Scotland/Scottish Government?
- 2) For each day, detail how many AstraZeneca vaccines were delivered to NHS Scotland/Scottish Government?
- 3) For each day, detail how many vaccines in total the Scottish Government has received since the beginning of the vaccine rollout to date.

Best wishes,
[redacted]

--

Best wishes,
[redacted]

Politics Reporter
The Scotsman
Phone: [redacted]
Mobile: [redacted]

From: [redacted] on behalf of Freedom of Information
Sent: 07 January 2021 15:57
To: [redacted]
Cc: [redacted]; [redacted]
Subject: FOI/EIR - TRIAGE - [redacted] - number of local planning decisions overturned by the Reporter in the last 5 calendar years - 202100133826
Attachments: Statement of Compliance - 202100133826.docx

[redacted],

As requested, I have now created the email below from [redacted] as a new request on the system. It is my assumption that the information sought would likely be deemed within the definition of environmental information, so I have created this as an EIRs request rather than a request under FOISA. If you have any concerns about that, please let me know. Otherwise grateful if you or a colleague can self-assign on MiCase as per the advice below.

Information for Case Handler

The information request below has been assessed by the FOI Unit in line with Criteria for Decision-making agreed with the Scottish Information Commissioner. We consider this is a valid request for information and should be treated as a request under the Environmental Information (Scotland) Regulations 2004 (EIRs). The request has been registered on MiCase with reference 202100133826, which can be accessed: [here](#). **Please “Self Assign” the above case through Case Actions on MiCase remembering to send the requester a FOI specific acknowledgement. The response should be issued as promptly as possible and no later than 2 February.**

The request is for (please see email below for full request):

Can you please confirm the number of local planning decisions overturned by the Reporter in the last 5 calendar years. To be clear I am only interested in cases where the local councils Planning Board has rejected a planning application only for it to be overturned and granted by the Reporter.

I would also like the same 5 year figures, by year, solely for East Dunbartonshire Council.

Sensitivity

In EIRs terms we would assess this case as **routine**. As such it should not require a Ministerial decision in terms of disclosure. Please ensure that decisions on disclosure are taken by officials of appropriate seniority (normally C Band or above). You may find our Submissions Templates useful.

If necessary please sight your Comms team if you consider that parallel media handling is required. This assessment of sensitivity can change once full searches have been

completed. *If this case becomes more sensitive and you consider that it requires a Ministerial decision and it is to be sent to SpAds prior to that, then please engage with the FOI Unit to help us reassess the case.*

To ensure we can advise on cases as promptly as possible at this time we would ask you to first contact the FOI Unit by email via e-mail at foi@gov.scot if you have any questions.

When you have issued your response please email a copy of it to the FOI Unit, with 'FOI/EIRs TO PUBLISH' in the subject line. While not all responses will be published we do require sight of them in order to update and maintain our publication logs.

Easily accessible

If the information requested is already reasonably obtainable by the applicant – for example it may be published on the Scottish Government website – it falls within the scope of the exception at regulation 6(1)(b) of the EIRs as 'otherwise accessible'. This means you should refuse the request, citing that exception and explaining to the applicant where to access the information. However, in some instances, it might be more practical to simply provide the information, eg if it is just a few short documents that are not costly or time consuming to print out.

To meet our duty to provide advice and assistance to the applicant, if the information has been published on the internet, you should offer to provide paper copies if the applicant does not have internet access.

Information not held

If we do not hold any information then it is preferable to issue that response as promptly as possible in the form of a refusal notice under regulation 10(4)(a) of the EIRs. It may be helpful to include an explanation of why we do not hold the information to place our response in context. Additionally we need to evidence that adequate and proportionate searches have been carried out. These searches should be recorded on the FOI Searches template saved to the casefile.

If another authority may hold the information then preferably having confirmed they do hold the requested information, their contact details should be included in your response.

Third party/external consultations

If any third party (eg another public authority, a contractor or tenderer, etc) has an interest in the information requested (eg because they are the primary focus of the information or because disclosure would significantly affect them) they should be consulted as soon as possible. If you require advice on this please contact the FOI Unit.

Personal data

The GDPR and the DPA 2018 govern how the personal data of people should be handled by organisations. Regulation 11 of the EI(S)Rs is where the GDPR, the DPA 2018 and the regulations meet. It tells us when personal information can and can't be disclosed in response to an FOI request. When someone makes a request for

information that includes someone else's personal data, you will need to carefully balance the case for transparency and openness under FOISA against the data subject's right to privacy under the data protection legislation.

If you require it then please seek advice from the FOI unit or the DP team when making judgments on personal data. Should it be necessary, guidance on any redactions can be found [here](#).

Guidance and Compliance Documents

For detailed information regarding possible exceptions I would recommend the Scottish Information Commissioner's [website](#).

We have a duty to advise and assist requesters throughout this process and remember there is always a presumption in favour of disclosure.

I have copied this advice to the mandatory Statement of Compliances. **Please complete the forms as your case progresses and save to the casefile when complete.**

Our Checklist Guidance document provides information about the FOI process. There is also overview guidance is available on Saltire [here](http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Freedom-of-Information-requests.aspx): <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Freedom-of-Information-requests.aspx>

We have also archived all our SharePoint guidance, which is available here: <https://erdm.scotland.gov.uk:8443/documents/qA962816>

To ensure we can advise on cases as promptly as possible at this time we would ask you to first contact the FOI Unit via e-mail at foi@gov.scot if you have any questions.

Kind regards,

[redacted]

[redacted]

FOI Manager (Policy)
Freedom of Information Unit
Scottish Government
2W, St Andrew's House

Mob: [redacted]

(Alternative contact: [redacted])

I am based Monday-Wednesday in the Freedom of Information Unit and Thursday-Friday in the Coronavirus Public Enquiries Team.

I am currently working from home.

From: [redacted] <[redacted]@gov.scot>

Sent: 06 January 2021 14:51

To: [redacted]<[redacted]@gov.scot>
Cc: [redacted]<[redacted]@gov.scot>
Subject: FW: FOI Request

Hi [redacted]

Hope you are well and had a good festive season. We have received a further FOI relating to stats for planning appeals relating to the last five years for East Dunbartonshire Council. I was wondering if you would be able to register/log, etc and then I can progress to respond.

[redacted]: Is this something you can provide stats on?

Thanks for your help.

[redacted]

From: [redacted]@fujitsu.com <[redacted]@fujitsu.com>
Sent: 05 January 2021 09:46
To: DPEA <DPEA@gov.scot>
Subject: FOI Request

Hi,

Can you please confirm the number of local planning decisions overturned by the Reporter in the last 5 calendar years. To be clear I am only interested in cases where the local councils Planning Board has rejected a planning application only for it to be overturned and granted by the Reporter.

I would also like the same 5 year figures, by year, solely for East Dunbartonshire Council.

Regards

[redacted]
[redacted]Tel: +44 [redacted]
Email:[redacted]@fujitsu.com

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From: [redacted] on behalf of Freedom of Information
Sent: 28 January 2021 15:02
To: [redacted]
Cc: [redacted]; [redacted]
Subject: FW: FOI - CEA - TRIAGE - Scottish Tourism Alliance - 202100146574

Hi [redacted],

Please see the FOI request and triage advice below for allocation and processing. If this request cannot be handled in your area I would hugely appreciate any advice and assistance you can offer in finding the appropriate area for it.

The information request below has been assessed by the FOI Unit in line with [Criteria for Decision-making](#) agreed with the Scottish Information Commissioner. We consider this is a valid request for information and should be treated as a request under FOISA. **Please “Self Assign” the above case (202100146574) through Case Actions on MiCase remembering to send the requester a FOI specific acknowledgement. The response should be issued as promptly as possible and no later than 25/02/21.** Please complete all relevant paperwork as your case progresses, including the mandatory [Statement of Compliance](#) The Statement of Compliance list details of all items of information identified as being potentially within scope of the request and provide a summary of the decisions you have made as case handler. The [Searches Template](#) should also be used to record details of searches carried out.

If the information requested is held and is already reasonably obtainable by the applicant – for example it may be published on the Scottish Government website – it falls within the scope of the exemption at section 25(1) of FOISA as ‘otherwise accessible’. This means you should refuse the request, citing that exemption and explaining to the applicant where to access the information. However, in some instances, it might be more practical to simply provide the information, e.g. if it is just a few short documents that are not costly or time consuming to print out. To meet our duty to provide advice and assistance to the applicant, if the information has been published on the internet, you should offer to provide paper copies if the applicant does not have internet access.

If we do not hold any information then it is preferable to issue that response as promptly as possible in the form of a refusal notice under section 17(1) of FOISA. It may be helpful to include an explanation of why we do not hold the information to place our response in context. Additionally we need to evidence that adequate and proportionate searches have been carried out. These searches should be recorded on the FOI Searches template saved to the casefile. If another authority may hold the information then preferably having confirmed they do hold the requested information, their contact details should be included in your response.

The GDPR and the DPA 2018 govern how the personal data of people should be handled by organisations. Section 38 of FOISA is where the GDPR, the DPA 2018 and FOISA meet. It tells us when personal information can and can't be disclosed in response to an FOI request. When someone makes a request for information that includes someone else's personal data, you will need to carefully balance the case for transparency and openness under FOISA against the data subject's right to privacy under the data protection legislation. If you require it then please

seek advice from the FOI unit or the DP team when making judgments on personal data. Should it be necessary, guidance on any redactions can be found [here](#).

In FOISA terms we would assess this case as **routine**. As such it should not require a Ministerial decision in terms of disclosure. Please ensure that decisions on disclosure are taken by officials of appropriate seniority (normally C Band or above). You may find our Submissions Templates useful. If necessary please sight your Comms team if you consider that parallel media handling is required. This assessment of sensitivity can change once full searches have been completed. *If this case becomes more sensitive and you consider that it requires a Ministerial decision and it is to be sent to SpAds prior to that, then please engage with the FOI Unit to help us reassess the case.*

To ensure we can advise on cases as promptly as possible at this time we would ask you to first contact the FOI Unit by email via e-mail at foi@gov.scot if you have any questions.

Guidance is available on Saltire here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Freedom-of-Information-requests.aspx>
Extensive guidance (including briefs on all exemptions/exceptions) is available on the Commissioners website here: www.itspublicknowledge.info
We have also archived all our SharePoint guidance so if anyone has any queries please contact foi@gov.scot. As always we are available for any advice and support.

Many thanks,

[redacted]

[redacted] | FOI Adviser | Scottish Government | 2W St Andrew's House, Regent Road, Edinburgh EH1 3DG

From: Central Enquiry Unit <CEU@gov.scot>

Sent: 28 January 2021 12:42

To: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>

Cc: Freedom of Information <foi@gov.scot>

Subject: FOI - CEA - TRIAGE - Scottish Tourism Alliance- 202100146574

From: [redacted] <[redacted]@jpress.co.uk>

Sent: 28 January 2021 11:59

To: Central Enquiry Unit <CEU@gov.scot>

Subject: FOI Request

Dear FOI Officer,

I am writing to you to request the following information.

1) Any agendas, minutes, notes, briefing papers, handouts or memos in relation to a private call with the Scottish Tourism Alliance on November 10, 2020.

1a) This should include any information listed above distributed to special advisers, ministers, and other civil servants.

2) A full attendance list, including time, date and location of the call.

Best wishes,
[redacted]

--

Best wishes,
[redacted]

Politics Reporter
The Scotsman
Phone: [redacted]
Mobile: [redacted]

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From: [redacted] on behalf of Freedom of Information
Sent: 19 January 2021 15:39
To: [redacted] (OCEA)
Cc: [redacted] ([redacted])
Subject: FW: FOI - E - TRIAGE - Scottish borrowing options-202100140004

Hi [redacted],

I am looking for some assistance in the allocation of this FOI request – is this one that would sit with OCEA? If not, grateful for any assistance you can provide in finding the correct area for it. Triage advice below.

The information request below has been assessed by the FOI Unit in line with [Criteria for Decision-making](#) agreed with the Scottish Information Commissioner. We consider this is a valid request for information and should be treated as a request under FOISA. **Please “Self Assign” the above case (202100140004) through Case Actions on MiCase remembering to send the requester a FOI specific acknowledgement. The response should be issued as promptly as possible and no later than 16/02/21.** Please complete all relevant paperwork as your case progresses, including the mandatory [Statement of Compliance](#) The Statement of Compliance list details of all items of information identified as being potentially within scope of the request and provide a summary of the decisions you have made as case handler. The [Searches Template](#) should also be used to record details of searches carried out.

If the information requested is held and is already reasonably obtainable by the applicant – for example it may be published on the Scottish Government website – it falls within the scope of the exemption at section 25(1) of FOISA as ‘otherwise accessible’. This means you should refuse the request, citing that exemption and explaining to the applicant where to access the information. However, in some instances, it might be more practical to simply provide the information, e.g. if it is just a few short documents that are not costly or time consuming to print out. To meet our duty to provide advice and assistance to the applicant, if the information has been published on the internet, you should offer to provide paper copies if the applicant does not have internet access.

If we do not hold any information then it is preferable to issue that response as promptly as possible in the form of a refusal notice under section 17(1) of FOISA. It may be helpful to include an explanation of why we do not hold the information to place our response in context. Additionally we need to evidence that adequate and proportionate searches have been carried out. These searches should be recorded on the FOI Searches template saved to the casefile.

In FOISA terms we would assess this case as **routine**. As such it should not require a Ministerial decision in terms of disclosure. Please ensure that decisions on disclosure are taken by officials of appropriate seniority (normally C Band or above). You may find our Submissions Templates useful. If necessary please sight your Comms team if you consider that parallel media handling is required. This assessment of sensitivity can change once full searches have been completed. ***If this case becomes more sensitive and you consider that it requires a Ministerial decision and it is to be sent to SpAds prior to that, then please engage with the FOI Unit to help us reassess the case.***

To ensure we can advise on cases as promptly as possible at this time we would ask you to first contact the FOI Unit by email via e-mail at foi@gov.scot if you have any questions.

Guidance is available on Saltire here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Freedom-of-Information-requests.aspx>

Extensive guidance (including briefs on all exemptions/exceptions) is available on the Commissioners website here: www.itspublicknowledge.info

We have also archived all our SharePoint guidance so if anyone has any queries please contact foi@gov.scot. As always we are available for any advice and support.

Many thanks,

[redacted]

[redacted] | FOI Adviser | Scottish Government | 2W St Andrew's House, Regent Road, Edinburgh EH1 3DG

From: Central Enquiry Unit <CEU@gov.scot>

Sent: 19 January 2021 12:53

To: [redacted]<[redacted]@gov.scot>; [redacted]<[redacted]@gov.scot>

Cc: Freedom of Information <foi@gov.scot>

Subject: FOI - E - TRIAGE - Scottish borrowing options- 202100140004

From: [redacted] (BLOOMBERG/NEWSROOM:)<[redacted]@bloomberg.net>

Sent: 19 January 2021 12:17

To: Central Enquiry Unit <CEU@gov.scot>

Subject: FOI - Scottish borrowing options

Hello,

Hope all's well where you are. I wish to make a Freedom of Information request for the below:

- I understand the The Scottish Government is able to borrow from the National Loans Fund, from banks on commercial terms or through issuing bonds. Can I please receive a breakdown for how much was borrowed from each of these for each of the last five financial years; and at what interest rate?
- Can you please release all relevant evaluation documents regarding the decision as to which one of these three were used, again for each of the last five financial years? I note in an earlier FOI [response](#) from 2017 that the Scottish Government were "evaluating these options for borrowing and will in due course take a responsible decision on which method or methods to use based on the prevailing economic conditions"

Please confirm receipt of this in the first instance. I'd also appreciate any insights into narrowing this request so as to get a successful result, and make both our jobs easier!

Thanks in advance for your time,

[redacted]

[redacted]-- @[redacted]
Bloomberg News Reporter

Office: +44[redacted]

Mobile: +[redacted]

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From: [redacted] on behalf of Freedom of Information
Sent: 13 January 2021 10:12
To: [redacted]; [redacted]@ros.gov.uk
Cc: covid-19 Policy
Subject: FW: FOI - ECJ - Since NHS Scotland introduced its test and protect app -202100136197

Hi [redacted], [redacted],

Please see the FOI request and triage advice below for allocation and processing. If this request cannot be handled in your area I would hugely appreciate any advice and assistance you can offer in finding the appropriate area for it.

The information request below has been assessed by the FOI Unit in line with [Criteria for Decision-making](#) agreed with the Scottish Information Commissioner. We consider this is a valid request for information and should be treated as a request under FOISA. **Please “Self Assign” the above case (202100136197) through Case Actions on MiCase remembering to send the requester a FOI specific acknowledgement. The response should be issued as promptly as possible and no later than 09/02/21.** Please complete all relevant paperwork as your case progresses, including the mandatory [Statement of Compliance](#) The Statement of Compliance list details of all items of information identified as being potentially within scope of the request and provide a summary of the decisions you have made as case handler. The [Searches Template](#) should also be used to record details of searches carried out.

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We have also archived all our SharePoint guidance so if anyone has any queries please contact foi@gov.scot. As always we are available for any advice and support.

Many thanks,

[redacted]

[redacted] | FOI Adviser | Scottish Government | 2W St Andrew's House, Regent Road, Edinburgh EH1 3DG

From: Central Enquiry Unit <CEU@gov.scot>

Sent: 12 January 2021 16:08

To: Freedom of Information <foi@gov.scot>

Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>

Subject: FOI - ECJ - Since NHS Scotland introduced its test and protect app - 136197

From: [redacted] <[redacted]@eveningexpress.co.uk>

Sent: 12 January 2021 15:55

To: Central Enquiry Unit <CEU@gov.scot>

Subject: FOI - ECJ - Since NHS Scotland introduced its test and protect app - 136197

Since NHS Scotland introduced its test and protect app, how many instances have there been where Police Scotland has requested the Scottish Government to provide it with data from the app.

This could me, for example, to be able to verify where someone was at a particular time, while investigating a crime.

If there have been any instances, please tell me the date of the request and whether, in response to the request, whether data was provided to Police Scotland.

Note: I'm fully aware of the terms and conditions of the app and that data should be anonymised, but it could be that, police have been made.

Thanks,

[redacted] Crime and
investigations reporter,
Evening Express

01224 344169
[redacted]@ajl.co.uk
www.dctmedia.co.uk

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Broad Street
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From: [REDACTED] on behalf of Freedom of Information
Sent: 28 January 2021 12:36
To: covid-19 Policy
Cc: Freedom of Information
Subject: FW: FOI - ECJ - TRIAGE - Contact tracing in schools - 202100146319

Hello all

Please see the FOI request and triage advice below for allocation and processing. I'm not entirely sure if this one will best sit with your Testing and Tracing colleagues or maybe closer to the Learning Directorate side so (as always) I'd value your help. If this request cannot be handled in your area we would hugely appreciate any advice and assistance you can offer in finding the appropriate area for it.

The information request below has been assessed by the FOI Unit in line with Criteria for Decision-making agreed with the Scottish Information Commissioner.

We consider this is a valid request for information and should be treated as a request under FOISA.

Please "Self Assign" the above case (202100146319) through Case Actions on MiCase remembering to send the requester a FOI/EIR specific acknowledgement. The response should be issued as promptly as possible and no later than 24/2/21.

For detailed information regarding possible exemptions I would recommend the Scottish Information Commissioner's website.

We have a duty to advise and assist requesters throughout this process and remember there is always a presumption in favour of disclosure.

You will see a link on MiCase to FOI Compliance documents. From there please save a copy of the Statement of Compliance completing it as your case progresses and saving it to the casefile when complete.

If the information requested is held and is already reasonably obtainable by the applicant – for example it may be published on the Scottish Government website – it falls within the scope of the exemption at section 25(1) of FOISA as 'otherwise accessible'. This means you should refuse the request, citing that exemption and explaining to the applicant where to access the information. However, in some instances, it might be more practical to simply provide the information, eg if it is just a few short documents that are not costly or time consuming to print out.

To meet our duty to provide advice and assistance to the applicant, if the information has been published on the internet, you should offer to provide paper copies if the applicant does not have internet access.

If we do not hold any information then it is preferable to issue that response as promptly as possible in the form of a refusal notice under section 17(1) of FOISA. It may be helpful to include an explanation of why we do not hold the information to place our response in context. Additionally we need to evidence that adequate and proportionate searches have been carried out. These searches should be recorded on the FOI Searches template saved to the casefile.

In FOISA terms we would assess this case as **routine**. As such it should not require a Ministerial decision in terms of disclosure. Please ensure that decisions on disclosure are taken by officials of appropriate seniority (normally C Band or above). You may find our Submissions Templates useful.

If necessary please sight your Comms team if you consider that parallel media handling is required. This assessment of sensitivity can change once full searches have been completed. *If this case becomes more sensitive and you consider that it requires a Ministerial decision and it is to be sent to SpAds prior to that, then please engage with the FOI Unit to help us reassess the case.*

To ensure we can advise on cases as promptly as possible at this time we would ask you to first contact the FOI Unit by email via e-mail at foi@gov.scot if you have any questions.

New guidance to replace our SharePoint is being developed on Saltire and will be available soon (will be available here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Guidance-for-FOI-case-handlers.aspx>)
In the meantime new overview guidance is available on Saltire here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Freedom-of-Information-requests.aspx>
Extensive guidance (including briefs on all exemptions/exceptions) is available on the Commissioners website here: www.itspublicknowledge.info
We have also archived all our SharePoint guidance so if anyone has any queries please contact foi@gov.scot. As always we are available for any advice and support.

From: Central Enquiry Unit <CEU@gov.scot>

Sent: 28 January 2021 09:30

To: Freedom of Information <foi@gov.scot>

Cc: [REDACTED] <[REDACTED]@gov.scot>; [REDACTED] <[REDACTED]@gov.scot>

Subject: FOI - ECJ - TRIAGE - Contact tracing in schools - - Micase 146319

From: [REDACTED] <[REDACTED]@gmail.com>

Sent: 27 January 2021 10:23

To: Central Enquiry Unit <CEU@gov.scot>

Subject: FOI - ECJ - TRIAGE - Contact tracing in schools – [REDACTED] 146319

I understand that since the beginning of the 2020-2021 school year, schools/councils have effectively operated a track and trace / contact tracing system within schools. For example, where pupils were found to have tested positive, it was school staff (often management such as headteachers) who checked a pupils' timetable and contacts etc and then got in touch with families regarding the possible need to self-isolate.

I would like to know if, and how, any information arising from these actions was shared with the broader national track and trace system. Please therefore answer the following questions under FOISA:

1. Was information gathered/generated by schools regarding Covid infections / contacts / self-isolation shared with the national track and trace system?
2. If so, how was this information shared between systems / organisations?
3. If not, please explain the reasons why this information was not shared.

Thank you

[REDACTED]

Lecturer & Journalist

[REDACTED]

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From: [REDACTED] on behalf of Freedom of Information
Sent: 25 January 2021 11:16
To: [REDACTED]
Cc: Freedom of Information
Subject: FW: FOI - ECJ - TRIAGE - correspondence with Shetland Islands Council on self-determination - 202100142624

Hello [REDACTED]

Please see the FOI request and triage advice below for allocation and processing. With your responsibility for Council governance and powers I wondered if your team would be appropriate to lead?

If this request cannot be handled in your area we would hugely appreciate any advice and assistance you can offer in finding the appropriate area for it.

The information request below has been assessed by the FOI Unit in line with Criteria for Decision-making agreed with the Scottish Information Commissioner.

We consider this is a valid request for information and should be treated as a request under FOISA.

Please "Self Assign" the above case (202100142624) through Case Actions on MiCase remembering to send the requester a FOI/EIR specific acknowledgement. The response should be issued as promptly as possible and no later than 19/2/21.

For detailed information regarding possible exemptions I would recommend the Scottish Information Commissioner's website.

We have a duty to advise and assist requesters throughout this process and remember there is always a presumption in favour of disclosure.

You will see a link on MiCase to FOI Compliance documents. From there please save a copy of the Statement of Compliance completing it as your case progresses and saving it to the casefile when complete.

If the information requested is held and is already reasonably obtainable by the applicant – for example it may be published on the Scottish Government website – it falls within the scope of the exemption at section 25(1) of FOISA as 'otherwise accessible'. This means you should refuse the request, citing that exemption and explaining to the applicant where to access the information. However, in some instances, it might be more practical to simply provide the information, eg if it is just a few short documents that are not costly or time consuming to print out.

To meet our duty to provide advice and assistance to the applicant, if the information has been published on the internet, you should offer to provide paper copies if the applicant does not have internet access.

If we do not hold any information then it is preferable to issue that response as promptly as possible in the form of a refusal notice under section 17(1) of FOISA. It may be helpful to include an explanation of why we do not hold the information to place our response in context. Additionally we need to evidence that adequate and proportionate searches have been carried out. These searches should be recorded on the FOI Searches template saved to the casefile.

In FOISA terms we would assess this case as **routine**. As such it should not require a Ministerial decision in terms of disclosure. Please ensure that decisions on disclosure are taken by officials of appropriate seniority (normally C Band or above). You may find our Submissions Templates useful.

If necessary please sight your Comms team if you consider that parallel media handling is required. This assessment of sensitivity can change once full searches have been completed. *If this case becomes more sensitive and you consider that it requires a Ministerial decision and it is to be sent to SpAds prior to that, then please engage with the FOI Unit to help us reassess the case.*

To ensure we can advise on cases as promptly as possible at this time we would ask you to first contact the FOI Unit by email via e-mail at foi@gov.scot if you have any questions.

New guidance to replace our SharePoint is being developed on Saltire and will be available soon (will be available here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Guidance-for-FOI-case-handlers.aspx>)
In the meantime new overview guidance is available on Saltire here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Freedom-of-Information-requests.aspx>
Extensive guidance (including briefs on all exemptions/exceptions) is available on the Commissioners website here: www.itspublicknowledge.info
We have also archived all our SharePoint guidance so if anyone has any queries please contact foi@gov.scot. As always we are available for any advice and support.

From: Central Enquiry Unit <CEU@gov.scot>

Sent: 22 January 2021 16:00

To: [REDACTED]<[\[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)>; [REDACTED]<[\[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)>

Cc: Freedom of Information <foi@gov.scot>

Subject: FOI - ECJ - TRIAGE - correspondence with Shetland Islands Council on self-determination – [REDACTED]- MiCase 142624

From: [REDACTED]

Sent: 22 January 2021 14:25

To: Central Enquiry Unit <CEU@gov.scot>

Subject: FOI request - correspondence with Shetland Islands Council on self-determination

Hi,

Under the freedom of information act I would like to request the following:

All correspondence or documentation between Shetland Islands Council and the Scottish Government on the subject of self-determination for Shetland since

councillors' approval of a motion to explore options for financial and political self-determination on 9 September 2020.

Thanks

[REDACTED]

Reporter, Shetland News

Local Democracy Reporter for Shetland

[REDACTED]



From: [REDACTED] on behalf of Freedom of Information
Sent: 29 January 2021 15:45
To: [REDACTED]; [REDACTED]
Cc: [REDACTED]; [REDACTED]
Subject: FW: FOI - ODO - TRIAGE - All Scottish Government correspondence (internal or external) related to Derek Mackay MSP for the 12-month period - 202100147229

[REDACTED],

Please see the FOI request and triage advice below for allocation and processing. If this request cannot be handled in your area I would hugely appreciate any advice and assistance you can offer in finding the appropriate area for it.

The information request below has been assessed by the FOI Unit in line with Criteria for Decision-making agreed with the Scottish Information Commissioner. We consider this is a valid request for information and should be treated as a request under FOISA. **Please "Self Assign" the above case (202100147229) through Case Actions on MiCase remembering to send the requester a FOI specific acknowledgement. The response should be issued as promptly as possible and no later than 26/02/21.** Please complete all relevant paperwork as your case progresses, including the mandatory Statement of Compliance The Statement of Compliance list details of all items of information identified as being potentially within scope of the request and provide a summary of the decisions you have made as case handler. The Searches Template should also be used to record details of searches carried out.

Under section 12 of FOISA public authorities are not required to comply with a request for information if the authority estimates that the cost of complying would exceed the upper cost limit, which is currently set at £600. If s.12 'Excessive cost of compliance' of FOISA is under consideration it is prudent to reply promptly. If S.12 is applicable we still have a duty to provide advice and assistance and in your reply you may wish to offer options for the requester on how to narrow the scope to bring it below the cost limit. Also it is helpful to refer requesters to the Scottish Information Commissioner's 'Tips for requesting information under FOI and the EIRs' on his website at: <http://www.itspublicknowledge.info/YourRights/Tipsforrequesters.aspx>.

The GDPR and the DPA 2018 govern how the personal data of people should be handled by organisations. Section 38 of FOISA is where the GDPR, the DPA 2018 and FOISA meet. It tells us when personal information can and can't be disclosed in response to an FOI request. When someone makes a request for information that includes someone else's personal data, you will need to carefully balance the case for transparency and openness under FOISA against the data subject's right to privacy under the data protection legislation. If you require it then please seek advice from the FOI unit or the DP team when making judgments on personal data. Should it be necessary, guidance on any redactions can be found here.

In FOISA terms we would assess this case as **sensitive**. You should ensure that officials of appropriate seniority in your business area are aware of the request, but a Ministerial decision will be required as a result of our assessment. You should therefore seek input from SPADS before making your final submission to your Minister. You may find the Submissions templates here useful. Our assessment of sensitivity can change once full searches have been completed. At that point, if you do not consider this case to be sensitive, then please engage with me at the

FOI Unit to help me reassess the case. You should also make your Comms team aware at this stage so that they can consider media handling in parallel with your handling of the request.

To ensure we can advise on cases as promptly as possible at this time we would ask you to first contact the FOI Unit by email via e-mail at foi@gov.scot if you have any questions.

Guidance is available on Saltire here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Freedom-of-Information-requests.aspx>
Extensive guidance (including briefs on all exemptions/exceptions) is available on the Commissioners website here: www.itspublicknowledge.info

We have also archived all our SharePoint guidance so if anyone has any queries please contact foi@gov.scot. As always we are available for any advice and support.

Many thanks,

[REDACTED]

[REDACTED] | [FOI Adviser | Scottish Government | 2W St Andrew's House, Regent Road, Edinburgh EH1 3DG](#)

From: Central Enquiry Unit <CEU@gov.scot>

Sent: 29 January 2021 11:34

To: Freedom of Information <foi@gov.scot>

Cc: **[REDACTED]** <[\[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)>; **[REDACTED]** <[\[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)>

Subject: FOI - ODO - TRIAGE - All Scottish Government correspondence (internal or external) related to Derek Mackay MSP for the 12-month period - 147229

From: **[REDACTED]**

Sent: 29 January 2021 10:39

To: Central Enquiry Unit <CEU@gov.scot>

Subject: FOI - ODO - TRIAGE - All Scottish Government correspondence (internal or external) related to Derek Mackay MSP for the 12-month period - 147229

Good morning,

Please provide all Scottish Government correspondence (internal or external) related to Derek Mackay MSP for the 12-month period from Monday, February 3, 2020 to the date of responding to this request.

This would include, but is not limited to, correspondence involving ministers, MSPs, civil servants, members of the public, and external bodies.

I would be happy to receive the documentation in electronic form or on paper.

Thank you

--

[REDACTED]

Reporter
The Scottish Sun
Guildhall
57 Queen Street,
Glasgow,
G13EN

[REDACTED]

--

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From: [REDACTED] on behalf of Freedom of Information
Sent: 05 February 2021 08:37
To: covid-19 Policy
Cc: Freedom of Information; [REDACTED]
Subject: FW: FOI - ODO - TRIAGE - Legal advice on the publication of Covid-19 vaccine supply data - 202100151053

Hello all

Please see the FOI request and triage advice below for allocation and processing. If this request cannot be handled in your area we would hugely appreciate any advice and assistance you can offer in finding the appropriate area for it.

It would be most helpful if the case handler could inform the FOI Unit when they have accepted the case.

The information request below has been assessed by the FOI Unit in line with Criteria for Decision-making agreed with the Scottish Information Commissioner. We consider this is a valid request for information and should be treated as a request under FOISA.

Please “Self Assign” the above case (202100151053) through Case Actions on MiCase remembering to send the requester a FOI/EIR specific acknowledgement. The response should be issued as promptly as possible and no later than 4/3/21.

For detailed information regarding possible exemptions I would recommend the Scottish Information Commissioner’s website.

We have a duty to advise and assist requesters throughout this process and remember there is always a presumption in favour of disclosure.

You will see a link on MiCase to FOI Compliance documents. From there please save a copy of the Statement of Compliance completing it as your case progresses and saving it to the casefile when complete.

As the requestor has asked for details of legal advice, application of an exemption/exception under s36(1) *may* be considered. Please consult SGLD who are the experts regarding whether information can be considered legal advice or not. This exemption/exception is subject to the public interest test.

If we do not hold any information then it is preferable to issue that response as promptly as possible in the form of a refusal notice under section 17(1) of FOISA. It may be helpful to include an explanation of why we do not hold the information to place our response in context. Additionally we need to evidence that adequate and proportionate searches have been carried out. These searches should be recorded on the FOI Searches template saved to the casefile.

In FOISA terms we would assess this case as **routin**e. As such it should not require a Ministerial decision in terms of disclosure. Please ensure that decisions on disclosure are taken by officials of appropriate seniority (normally C Band or above). You may find our Submissions Templates useful.

If necessary please sight your Comms team if you consider that parallel media handling is required. This assessment of sensitivity can change once full searches have been completed. *If this case becomes more sensitive and you consider that it requires a Ministerial decision and it is to be sent to SpAds prior to that, then please engage with the FOI Unit to help us reassess the case.*

To ensure we can advise on cases as promptly as possible at this time we would ask you to first contact the FOI Unit by email via e-mail at foi@gov.scot if you have any questions.

New guidance to replace our SharePoint is being developed on Saltire and will be available soon (will be available here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Guidance-for-FOI-case-handlers.aspx>)
In the meantime new overview guidance is available on Saltire here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Freedom-of-Information-requests.aspx>
Extensive guidance (including briefs on all exemptions/exceptions) is available on the Commissioners website here: www.itspubliknowledge.info
We have also archived all our SharePoint guidance so if anyone has any queries please contact foi@gov.scot. As always we are available for any advice and support.

From: Central Enquiry Unit <CEU@gov.scot>
Sent: 04 February 2021 16:58
To: Freedom of Information <foi@gov.scot>
Cc: [REDACTED] <[REDACTED]@gov.scot>; [REDACTED] <[REDACTED]@gov.scot>
Subject: FOI - ODO - TRIAGE - Publication of Covid-19 Vaccine Supply Data –[REDACTED] MiCase

From: [REDACTED]
Sent: 04 February 2021 16:37
To: Central Enquiry Unit <CEU@gov.scot>
Subject: FOI Request

Dear FOI Officer,

I am writing to you to request the following information.

- 1) Any legal advice provided to the Scottish Government by internal lawyers or external counsel on the publication of Covid-19 vaccine supply data including but not limited to future, previous, and ongoing supply and the nature of the supply chain.
- 2) The cost of the provision of legal advice on the above topic.

Best wishes,
[REDACTED]

--

Best wishes,
[REDACTED]

Politics Reporter
The Scotsman
Phone: [REDACTED]
Mobile: [REDACTED]

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From: [REDACTED] on behalf of Freedom of Information
Sent: 29 January 2021 14:35
To: [REDACTED]
Cc: [REDACTED]; [REDACTED]
Subject: FW: FOI - ODO - TRIAGE - Relaxing Covid-19 restrictions around Christmas time - 202100147078

Hi [REDACTED],

Please see the FOI request and triage advice below for allocation and processing. I am sending this to you as you are the case handler in **202100141230 + 5 others**. However, if this request cannot be handled in your area I would hugely appreciate any advice and assistance you can offer in finding the appropriate area for it.

The information request below has been assessed by the FOI Unit in line with Criteria for Decision-making agreed with the Scottish Information Commissioner. We consider this is a valid request for information and should be treated as a request under FOISA. **Please “Self Assign” the above case (202100147078) through Case Actions on MiCase remembering to send the requester a FOI specific acknowledgement. The response should be issued as promptly as possible and no later than 26/02/21.** Please complete all relevant paperwork as your case progresses, including the mandatory Statement of Compliance The Statement of Compliance list details of all items of information identified as being potentially within scope of the request and provide a summary of the decisions you have made as case handler. The Searches Template should also be used to record details of searches carried out.

If the information requested is held and is already reasonably obtainable by the applicant – for example it may be published on the Scottish Government website – it falls within the scope of the exemption at section 25(1) of FOISA as ‘otherwise accessible’. This means you should refuse the request, citing that exemption and explaining to the applicant where to access the information. However, in some instances, it might be more practical to simply provide the information, e.g. if it is just a few short documents that are not costly or time consuming to print out. To meet our duty to provide advice and assistance to the applicant, if the information has been published on the internet, you should offer to provide paper copies if the applicant does not have internet access.

If we do not hold any information then it is preferable to issue that response as promptly as possible in the form of a refusal notice under section 17(1) of FOISA. It may be helpful to include an explanation of why we do not hold the information to place our response in context. Additionally we need to evidence that adequate and proportionate searches have been carried out. These searches should be recorded on the FOI Searches template saved to the casefile. If another authority may hold the information then preferably having confirmed they do hold the requested information, their contact details should be included in your response.

The GDPR and the DPA 2018 govern how the personal data of people should be handled by organisations. Section 38 of FOISA is where the GDPR, the DPA 2018 and FOISA meet. It tells us when personal information can and can't be disclosed in response to an FOI request. When someone makes a request for information that includes someone else's personal data, you will need to carefully balance the case for transparency and openness under FOISA against the data subject's right to privacy under the data protection legislation. If you require it then please

seek advice from the FOI unit or the DP team when making judgments on personal data. Should it be necessary, guidance on any redactions can be found here.

In FOISA terms we would assess this case as **routine**. As such it should not require a Ministerial decision in terms of disclosure. Please ensure that decisions on disclosure are taken by officials of appropriate seniority (normally C Band or above). You may find our Submissions Templates useful. If necessary please sight your Comms team if you consider that parallel media handling is required. This assessment of sensitivity can change once full searches have been completed. *If this case becomes more sensitive and you consider that it requires a Ministerial decision and it is to be sent to SpAds prior to that, then please engage with the FOI Unit to help us reassess the case.*

To ensure we can advise on cases as promptly as possible at this time we would ask you to first contact the FOI Unit by email via e-mail at foi@gov.scot if you have any questions.

Guidance is available on Saltire here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Freedom-of-Information-requests.aspx>

Extensive guidance (including briefs on all exemptions/exceptions) is available on the Commissioners website here: www.itspublicknowledge.info

We have also archived all our SharePoint guidance so if anyone has any queries please contact foi@gov.scot. As always we are available for any advice and support.

Many thanks,

[REDACTED]

[REDACTED] | FOI Adviser | Scottish Government | 2W St Andrew's House, Regent Road, Edinburgh EH1 3DG

From: Central Enquiry Unit <CEU@gov.scot>

Sent: 29 January 2021 09:35

To: Freedom of Information <foi@gov.scot>

Cc: [REDACTED] <[\[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)>; [REDACTED] <[\[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)>

Subject: FOI - ODO - TRIAGE - Relaxing Covid-19 restrictions around Christmas time – 202100147078

From: [REDACTED]

Sent: 29 January 2021 09:23

To: Central Enquiry Unit <CEU@gov.scot>

Subject: FOI Request

Dear FOI Officer,

I am writing to you to request the following information.

1) Any emails or digital correspondence (including letters) sent by or received by the First Minister, her chief of staff, and her special advisers on the topic of relaxing Covid-19 restrictions around Christmas time. This should cover the date range of October 1 to the date of this request.”

Best wishes,
[REDACTED]

--

Best wishes,
[REDACTED]

Politics Reporter
The Scotsman
Phone: [REDACTED]
Mobile: [REDACTED]

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From: [REDACTED] on behalf of Freedom of Information
Sent: 05 February 2021 08:57
To: [REDACTED]; [REDACTED]; [REDACTED]
Cc: Freedom of Information; [REDACTED]; [REDACTED];
[REDACTED]; [REDACTED]
Subject: FW: FOI - ODO - TRIAGE - The cost of any legal advice
provided to Nicola Sturgeon's Chief of Staff 202100151009

Hello all

Please see the FOI request and triage advice below for allocation and processing. If this request cannot be handled in your area we would hugely appreciate any advice and assistance you can offer in finding the appropriate area for it.

It would be most helpful if the case handler could inform the FOI Unit when they have accepted the case.

The information request below has been assessed by the FOI Unit in line with Criteria for Decision-making agreed with the Scottish Information Commissioner. We consider this is a valid request for information and should be treated as a request under FOISA.

Please “Self Assign” the above case (202100151009) through Case Actions on MiCase remembering to send the requester a FOI/EIR specific acknowledgement. The response should be issued as promptly as possible and no later than 4/3/21.

For detailed information regarding possible exemptions I would recommend the Scottish Information Commissioner’s website.

We have a duty to advise and assist requesters throughout this process and remember there is always a presumption in favour of disclosure.

You will see a link on MiCase to FOI Compliance documents. From there please save a copy of the Statement of Compliance completing it as your case progresses and saving it to the casefile when complete.

As the requestor has asked for details of legal advice, application of an exemption/exception under s36(1) *may* be considered. Please consult SGLD who are the experts regarding whether information can be considered legal advice or not. This exemption/exception is subject to the public interest test.

If we do not hold any information then it is preferable to issue that response as promptly as possible in the form of a refusal notice under section 17(1) of FOISA. It may be helpful to include an explanation of why we do not hold the information to place our response in context. Additionally we need to evidence that adequate and proportionate searches have been carried out. These searches should be recorded on the FOI Searches template saved to the casefile.

This request is for legal advice pertaining to ongoing committee work therefore we would assess this case as **sensitive**. You should ensure that officials of appropriate seniority in your business area are aware of the request, but a Ministerial decision will

be required as a result of our assessment. You should therefore seek input from SPADS before making your final submission to your Minister.

You may find the Submissions templates here useful.

Our assessment of sensitivity can change once full searches have been completed. At that point, *if you do not consider this case to be sensitive, then please engage with the FOI Unit to help us reassess the case.*

You should also make your Comms team aware at this stage so that they can consider media handling in parallel with your handling of the request.

To ensure we can advise on cases as promptly as possible at this time we would ask you to first contact the FOI Unit by email via e-mail at foi@gov.scot if you have any questions.

New guidance to replace our SharePoint is being developed on Saltire and will be available soon (will be available here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Guidance-for-FOI-case-handlers.aspx>)

In the meantime new overview guidance is available on Saltire here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Freedom-of-Information-requests.aspx>

Extensive guidance (including briefs on all exemptions/exceptions) is available on the Commissioners website here: www.itspublicknowledge.info

We have also archived all our SharePoint guidance so if anyone has any queries please contact foi@gov.scot. As always we are available for any advice and support.

From: Central Enquiry Unit <CEU@gov.scot>

Sent: 04 February 2021 16:57

To: Freedom of Information <foi@gov.scot>

Cc: [REDACTED] <[REDACTED]@gov.scot>; [REDACTED] <[REDACTED]@gov.scot>

Subject: FOI - ODO - TRIAGE - The cost of any legal advice provided to Nicola Sturgeon's Chief of Staff Elizabeth – [REDACTED]- Micase 151009

From: [REDACTED]

Sent: 04 February 2021 16:35

To: Central Enquiry Unit <CEU@gov.scot>

Subject: FOI - ODO - TRIAGE - The cost of any legal advice provided to Nicola Sturgeon's Chief of Staff Elizabeth – [REDACTED] - Micase 151009

Dear FOI Officer,

I am writing to you to request the following information.

1) The cost of any legal advice provided to Nicola Sturgeon's Chief of Staff Elizabeth Lloyd in relation to the Scottish Parliament's committee on the handling of harassment complaints and her involvement in the proceedings.

Best wishes,
[REDACTED]

--

Best wishes,
[REDACTED]

Politics Reporter
The Scotsman
Phone: [REDACTED]
Mobile: [REDACTED]

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From: [redacted] on behalf of Freedom of Information 25 January
Sent: 2021 10:19
To: [redacted]; [redacted]; [redacted] FW: FOI - TRIAGE - HSC -
Subject: FOI on vaccination uptake rates - 202100143394

Hi all,

Please see the FOI request and triage advice below for allocation and processing. If this request cannot be handled in your area I would hugely appreciate any advice and assistance you can offer in finding the appropriate area for it.

The information request below has been assessed by the FOI Unit in line with Criteria for Decision-making agreed with the Scottish Information Commissioner. We consider this is a valid request for information and should be treated as a request under FOISA. **Please “Self Assign” the above case (202100143394) through Case Actions on MiCase remembering to send the requester a FOI specific acknowledgement. The response should be issued as promptly as possible and no later than 19/02/21.** Please complete all relevant paperwork as your case progresses, including the mandatory Statement of Compliance The Statement of Compliance list details of all items of information identified as being potentially within scope of the request and provide a summary of the decisions you have made as case handler. The Searches Template should also be used to record details of searches carried out.

If the information requested is held and is already reasonably obtainable by the applicant – for example it may be published on the Scottish Government website – it falls within the scope of the exemption at section 25(1) of FOISA as ‘otherwise accessible’. This means you should refuse the request, citing that exemption and explaining to the applicant where to access the information. However, in some instances, it might be more practical to simply provide the information, e.g. if it is just a few short documents that are not costly or time consuming to print out. To meet our duty to provide advice and assistance to the applicant, if the information has been published on the internet, you should offer to provide paper copies if the applicant does not have internet access.

If we do not hold any information then it is preferable to issue that response as promptly as possible in the form of a refusal notice under section 17(1) of FOISA. It may be helpful to include an explanation of why we do not hold the information to place our response in context. Additionally we need to evidence that adequate and proportionate searches have been carried out. These searches should be recorded on the FOI Searches template saved to the casefile.

In FOISA terms we would assess this case as **routine**. As such it should not require a Ministerial decision in terms of disclosure. Please ensure that decisions on disclosure are taken by officials of appropriate seniority (normally C Band or above). You may find our Submissions Templates useful. If necessary please sight your Comms team if you consider that parallel media handling is required. This assessment of sensitivity can change once full searches have been completed. *If this case becomes more sensitive and you consider that it requires a Ministerial decision and it is to be sent to SpAds prior to that, then please engage with the FOI Unit to help us reassess the case.*

To ensure we can advise on cases as promptly as possible at this time we would ask you to first contact the FOI Unit by email via e-mail at foi@gov.scot if you have any questions.

Guidance is available on Saltire here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Freedom-of-Information-requests.aspx>
Extensive guidance (including briefs on all exemptions/exceptions) is available on the Commissioners website here: www.itspublicknowledge.info
We have also archived all our SharePoint guidance so if anyone has any queries please contact foi@gov.scot. As always we are available for any advice and support.

Many thanks,

[redacted]

[redacted] [redacted] | [Scottish Government | 2W St Andrew's House, Regent Road, Edinburgh EH1 3DG](#)

From: Central Enquiry Unit <CEU@gov.scot>
Sent: 23 January 2021 15:03
To: Freedom of Information <foi@gov.scot>
Cc: [redacted] <[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)>; [redacted] <[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)>
Subject: FOI - TRIAGE - HSC - FOI on vaccination uptake rates - 202100143394

From: [redacted] <[\[redacted\]@healthandcare.scot](mailto:[redacted]@healthandcare.scot)>
Sent: 22 January 2021 18:22
Subject: FOI on vaccination uptake rates

Hi there,

Please could this be treated as a request for information under the Freedom of Information (Scotland) Act.

For the following areas, please could you provide the most up to date information for the 2020 calendar year. If only partial information is available, that is fine.

1. Uptake rate of the shingles vaccine for [people aged 70 and over](#).
2. Uptake rate of PPV (pneumococcal vaccine) [aged 65 and over](#).
3. Uptake rates for each of the following pre-school vaccinations:
 1. Hib/MenC
 2. MMR
 3. PCV
 4. Meningitis B

Please don't hesitate to get in touch if there is any way I can clarify this request.

Best

[redacted]
Reporter

[redacted]

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From: [redacted] on behalf of Freedom of Information
Sent: 27 January 2021 08:42
To: [redacted]
Cc: [redacted]; Freedom of Information
Subject: FW: FOI - TRIAGE - ODO - FOI Request - 202100145102

Hello [redacted]

Please see the FOI request and triage advice below for allocation and processing. I'm not 100% sure if you will be able to handle this request but I'm hoping that if you can't you may be able to advise who can.

[redacted], copied for awareness at this stage.

It would be most helpful if the case handler could inform the FOI Unit when they have accepted the case.

The information request below has been assessed by the FOI Unit in line with Criteria for Decision-making agreed with the Scottish Information Commissioner. We consider this is a valid request for information and should be treated as a request under FOISA.

Please "Self Assign" the above case (202100145102) through Case Actions on MiCase remembering to send the requester a FOI/EIR specific acknowledgement. The response should be issued as promptly as possible and no later than 23/2/21.

For detailed information regarding possible exemptions I would recommend the Scottish Information Commissioner's website.

We have a duty to advise and assist requesters throughout this process and remember there is always a presumption in favour of disclosure.

You will see a link on MiCase to FOI Compliance documents. From there please save a copy of the Statement of Compliance completing it as your case progresses and saving it to the casefile when complete.

While this requestor has not asked for details of legal advice, the information they have requested will indicate whether response has been given which may be sensitive in itself. Please consult SGLD who are the experts regarding whether information can be considered legal advice or not.

If we do not hold any information then it is preferable to issue that response as promptly as possible in the form of a refusal notice under section 17(1) of FOISA. It may be helpful to include an explanation of why we do not hold the information to place our response in context. Additionally we need to evidence that adequate and proportionate searches have been carried out. These searches should be recorded on the FOI Searches template saved to the casefile.

It is likely that this case will at least require complex and nuanced public interest arguments. Therefore we would assess it as **sensitive**. You should ensure that officials of appropriate seniority in your business area are aware of the request, but a Ministerial

decision will be required as a result of our assessment. You should therefore seek input from SPADS before making your final submission to your Minister.

You may find the Submissions templates here useful.

Our assessment of sensitivity can change once full searches have been completed. At that point, **if you do not consider this case to be sensitive, then please engage with the FOI Unit to help us reassess the case.**

You should also make your Comms team aware at this stage so that they can consider media handling in parallel with your handling of the request.

To ensure we can advise on cases as promptly as possible at this time we would ask you to first contact the FOI Unit by email via e-mail at foi@gov.scot if you have any questions.

New guidance to replace our SharePoint is being developed on Saltire and will be available soon (will be available here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Guidance-for-FOI-case-handlers.aspx>)
In the meantime new overview guidance is available on Saltire here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Freedom-of-Information-requests.aspx>
Extensive guidance (including briefs on all exemptions/exceptions) is available on the Commissioners website here: www.itspublicknowledge.info
We have also archived all our SharePoint guidance so if anyone has any queries please contact foi@gov.scot. As always we are available for any advice and support.

From: Central Enquiry Unit <CEU@gov.scot>

Sent: 26 January 2021 16:25

To: Freedom of Information <foi@gov.scot>

Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>

Subject: FOI - TRIAGE - ODO - FOI Request - [redacted] - 202100145102

From: [redacted] <[redacted]@jpress.co.uk>

Sent: 26 January 2021 15:59

To: Central Enquiry Unit <CEU@gov.scot>

Subject: FOI Request

Dear FOI Officer,

I am writing to you to request the following information.

1) Please provide the cost of any legal advice or legal advisory services provided to Scottish Ministers who have or are set to attend in the near future an evidence session at the Scottish Parliament's Committee on the Scottish Government's Handling of Harassment Complaints.

Best wishes,
[redacted]

--

Best wishes,
[redacted]

Politics Reporter
The Scotsman
Phone: [redacted] Mobile:
[redacted]

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From: [redacted] on behalf of Freedom of Information
Sent: 12 January 2021 17:08
To: [redacted]; CERG
Cc: Freedom of Information
Subject: FW: FOI - TRIAGE - request remote learning engagement - 202100135753

Hello all

Please see the FOI request and triage advice below for allocation and processing. I am not entirely sure whether this information will be held by yourselves or by colleagues elsewhere in Learning Directorate. If this request cannot be handled in your area we would hugely appreciate any advice and assistance you can offer in finding the appropriate area for it.

It would be most helpful if the case handler could inform the FOI Unit when they have accepted the case.

The information request below has been assessed by the FOI Unit in line with Criteria for Decision-making agreed with the Scottish Information Commissioner. We consider this is a valid request for information and should be treated as a request under FOISA.

Please “Self Assign” the above case (202100135753) through Case Actions on MiCase remembering to send the requester a FOI/EIR specific acknowledgement. The response should be issued as promptly as possible and no later than 9/2/21.

For detailed information regarding possible exemptions I would recommend the Scottish Information Commissioner’s website.

We have a duty to advise and assist requesters throughout this process and remember there is always a presumption in favour of disclosure.

You will see a link on MiCase to FOI Compliance documents. From there please save a copy of the Statement of Compliance completing it as your case progresses and saving it to the casefile when complete.

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To meet our duty to provide advice and assistance to the applicant, if the information has been published on the internet, you should offer to provide paper copies if the applicant does not have internet access.

If we do not hold any information then it is preferable to issue that response as promptly as possible in the form of a refusal notice under section 17(1) of FOISA. It may be helpful to include an explanation of why we do not hold the information to place our response in context. Additionally we need to evidence that adequate and proportionate

searches have been carried out. These searches should be recorded on the FOI Searches template saved to the casefile.

In FOISA terms we would assess this case as **routine**. As such it should not require a Ministerial decision in terms of disclosure. Please ensure that decisions on disclosure are taken by officials of appropriate seniority (normally C Band or above). You may find our Submissions Templates useful.

If necessary please sight your Comms team if you consider that parallel media handling is required. This assessment of sensitivity can change once full searches have been completed. *If this case becomes more sensitive and you consider that it requires a Ministerial decision and it is to be sent to SpAds prior to that, then please engage with the FOI Unit to help us reassess the case.*

To ensure we can advise on cases as promptly as possible at this time we would ask you to first contact the FOI Unit by email via e-mail at foi@gov.scot if you have any questions.

New guidance to replace our SharePoint is being developed on Saltire and will be available soon (will be available here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Guidance-for-FOI-case-handlers.aspx>)
In the meantime new overview guidance is available on Saltire here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Freedom-of-Information-requests.aspx>
Extensive guidance (including briefs on all exemptions/exceptions) is available on the Commissioners website here: www.itspublicknowledge.info
We have also archived all our SharePoint guidance so if anyone has any queries please contact foi@gov.scot. As always we are available for any advice and support.

From: [redacted]
<[\[redacted\]@dctmedia.co.uk](mailto:[redacted]@dctmedia.co.uk)>
Sent: 12 January 2021 11:16
To: Central Enquiry Unit <CEU@gov.scot>
Subject: FOI request remote learning engagement

Hi,

I wish to be provided with data submitted by all Scottish local authorities on pupil engagement levels with schools during the last period of remote learning from March to June/July, 2020. I would also like any information issued to local authorities on how engagement levels are to be monitored during the current period of home learning which began on January 11.

Kind regards,
[redacted]

[redacted] Senior
Reporter
(Schools team leader)
The Courier

The Courier
Elizabeth House
Barclay Court
Mitchelston Industrial Estate
Kirkcaldy
KY1 3WE

t: [redacted]
m: [redacted]
Twitter: [redacted]
[redacted]
@thecourier.co.uk
www.thecourier.co.uk



Please contact me on my mobile number - [redacted] – instead of my landline as I will be working from home for the foreseeable future.

THE COURIER

Local Matters

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From: [redacted]

Sent: 11 March 2021 14:36

To: Kynaston A (Anna) <Anna.Kynaston@gov.scot>; Fol SpAds PO <Fol.SpAdsPO@gov.scot>; Freedom of Information <foi@gov.scot>; Communications Healthier <CommunicationsHealthier@gov.scot>

Cc: [redacted] <[redacted]@gov.scot>; [redacted]<[redacted]@gov.scot>; [redacted]<[redacted]@gov.scot>; [redacted]<[redacted]@gov.scot>; [redacted]<[redacted]@gov.scot>; [redacted]<[redacted]@gov.scot>

Subject: FOI Request 164833 due 24 March

Hello Anna, FOI team, SpAds team,

Please see attached what I propose including for the below FOI.

The FOI request is from a journalist so I have also sent to Health Comms colleagues for information.

He refers to a meeting between the Cabinet Secretary and care home groups week commencing 15 February, which Jason Leitch referred to on 24 February – on checking this briefing, the question Jason was asked about was in relation to Barchester care homes – the Cab Sec met with them and others, on 17 February.

I have enclosed the relevant documents, showing proposed redactions and reasons behind this, along with draft reply letter.

Please see attached (in same order for ease of reference):

- Briefing (with agenda) for the meeting
- Notes from meeting
- Email (on word document) to arrange the meeting
- Email chain (on word document) regarding the meeting
- Draft reply letter

All original emails/documents will be captured to eRDM once finalising.

Happy for your comments.

Thank you

[redacted]

Pandemic Response - Adult Social Care

Mental Health and Social Care Directorate

The Scottish Government – 7th floor, Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU

From: [redacted] <[redacted]@jpress.co.uk> **Sent:** 24 February 2021 12:41
To: Central Enquiry Unit <CEU@gov.scot>
Subject: FOI Request

Dear FOI Officer,

I am writing to you to request the following information.

- 1) Any minutes, handouts, shared documents, agendas, notes, briefing papers, follow-up emails, notes taken by attendees from the meeting between the health secretary and care home groups in the week commencing Feb 15 referenced by Jason Leitch at the daily coronavirus briefing on February 24.
- 2) A full attendee list, including date, time, venue, including any special advisers.
- 3) Correspondence linked to this meeting sent by or received by the Health Secretary or her office on this meeting.

Best wishes,
[redacted]

--

Best wishes,
[redacted] Politics Reporter
The Scotsman
Phone: [redacted] Mobile:
[redacted]

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From: [redacted] on behalf of Freedom of Information
Sent: 20 January 2021 08:26
To: [redacted] (MARLAB); [redacted]
Cc: [redacted]; Wightman S (Scott); Freedom of Information
FW: TRIAGE - FOI - E - Correspondence with Irish government
Subject: - 202100140199

Hello [redacted]

Please see the FOI request and triage advice below for allocation and processing. I could see several potential areas in MS that may have an interest so I would value your help in allocating to a case handler.

[redacted], I have copied External Affairs in case you have an interest or may have a contribution to make.

It would be most helpful if the case handler could inform the FOI Unit when they have accepted the case.

The information request below has been assessed by the FOI Unit in line with Criteria for Decision-making agreed with the Scottish Information Commissioner.

We consider this is a valid request for information and should be treated as a request under the EI(S)Rs.

Please “Self Assign” the above case (202100140199) through Case Actions on MiCase remembering to send the requester an EIR specific acknowledgement. The response should be issued as promptly as possible and no later than 16/2/21.

For detailed information regarding possible exemptions I would recommend the Scottish Information Commissioner’s website.

We have a duty to advise and assist requesters throughout this process and remember there is always a presumption in favour of disclosure.

You will see a link on MiCase to FOI Compliance documents. From there please save a copy of the Statement of Compliance completing it as your case progresses and saving it to the casefile when complete.

If any third party (eg another public authority, a contractor or tenderer, etc) has an interest in the information requested (eg because they are the primary focus of the information or because disclosure would significantly affect them) they should be consulted as soon as possible. If you require advice on this please contact the FOI Unit.

Some of the information requested is likely to contain the personal information of those involved.

The GDPR and the DPA 2018 govern how the personal data of people should be handled by organisations. Regulation 11 of the EI(S)Rs is where the GDPR, the DPA 2018 and the regulations meet. It tells us when personal information can and can’t be disclosed in response to an FOI request. When someone makes a request for

information that includes someone else's personal data, you will need to carefully balance the case for transparency and openness under FOISA against the data subject's right to privacy under the data protection legislation.

If you require it then please seek advice from the FOI unit or the DP team when making judgments on personal data. Should it be necessary, guidance on any redactions can be found here.

In EIR terms we would assess this case as **routine**. As such it should not require a Ministerial decision in terms of disclosure. Please ensure that decisions on disclosure are taken by officials of appropriate seniority (normally C Band or above). You may find our Submissions Templates useful.

If necessary please sight your Comms team if you consider that parallel media handling is required. This assessment of sensitivity can change once full searches have been completed. *If this case becomes more sensitive and you consider that it requires a Ministerial decision and it is to be sent to SpAds prior to that, then please engage with the FOI Unit to help us reassess the case.*

To ensure we can advise on cases as promptly as possible at this time we would ask you to first contact the FOI Unit by email via e-mail at foi@gov.scot if you have any questions.

New guidance to replace our SharePoint is being developed on Saltire and will be available soon (will be available here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Guidance-for-FOI-case-handlers.aspx>)

In the meantime new overview guidance is available on Saltire here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Freedom-of-Information-requests.aspx>

Extensive guidance (including briefs on all exemptions/exceptions) is available on the Commissioners website here: www.itpublicknowledge.info

We have also archived all our SharePoint guidance so if anyone has any queries please contact foi@gov.scot. As always we are available for any advice and support.

From: Central Enquiry Unit <CEU@gov.scot>

Sent: 19 January 2021 15:35

To: [redacted]<[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)>; [redacted]<[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)>

Cc: Freedom of Information <foi@gov.scot>

Subject: TRIAGE - FOI - E - Correspondence with Irish government - [redacted] - MiCase 202100140199

From: [redacted]<[\[redacted\]@thetimes.co.uk](mailto:[redacted]@thetimes.co.uk)>

Sent: 19 January 2021 15:26

To: Central Enquiry Unit <CEU@gov.scot>

Subject: Freedom of Information request - correspondence with Irish government

Dear Sirs

I am interested in the discussions between the government of Ireland and Scottish ministers about fishing in the waters around Rockall.

Please could send me all correspondence from the Irish government and its agencies to the Scottish government, including Marine Scotland, from January 1 onwards this year, covering the issue of fishing in Scottish/UK territorial waters around Rockall. I would be grateful too if you could send me all correspondence about fishing rights around Rockall between Marine Scotland and Scottish ministers from January 1 onwards this year.

Please include in this correspondence all emails, text messages and other forms of electronic communications.

Thanks in advance for your assistance,

Yours faithfully,

[redacted]
Senior Reporter Scotland
The Times

[redacted]

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From: [redacted] on behalf of Freedom of Information
Sent: 22 January 2021 15:21
To: [redacted]
Cc: Freedom of Information
Subject: FW: TRIAGE - FOI - ECJ - Covid-19 Mitigation Measures Among Children and Young People - 202100142217

Hello [redacted]

Please see the FOI request and triage advice below for allocation and processing. The working paper in question contains a by-line for Children and Families Analysis so we are forwarding to yourselves for consideration of your area taking the lead.

If this request cannot be handled in your area we would hugely appreciate any advice and assistance you can offer in finding the appropriate area for it.

The information request below has been assessed by the FOI Unit in line with Criteria for Decision-making agreed with the Scottish Information Commissioner.

We consider this is a valid request for information and should be treated as a request under FOISA.

Please “Self Assign” the above case (202100142217) through Case Actions on MiCase remembering to send the requester a FOI/EIR specific acknowledgement. The response should be issued as promptly as possible and no later than 19/2/21.

For detailed information regarding possible exemptions I would recommend the Scottish Information Commissioner’s website.

We have a duty to advise and assist requesters throughout this process and remember there is always a presumption in favour of disclosure.

You will see a link on MiCase to FOI Compliance documents. From there please save a copy of the Statement of Compliance completing it as your case progresses and saving it to the casefile when complete.

If the information requested is held and is already reasonably obtainable by the applicant – for example it may be published on the Scottish Government website – it falls within the scope of the exemption at section 25(1) of FOISA as ‘otherwise accessible’. This means you should refuse the request, citing that exemption and explaining to the applicant where to access the information. However, in some instances, it might be more practical to simply provide the information, eg if it is just a few short documents that are not costly or time consuming to print out.

To meet our duty to provide advice and assistance to the applicant, if the information has been published on the internet, you should offer to provide paper copies if the applicant does not have internet access.

If we do not hold any information then it is preferable to issue that response as promptly as possible in the form of a refusal notice under section 17(1) of FOISA. It may be helpful to include an explanation of why we do not hold the information to place our response in context. Additionally we need to evidence that adequate and proportionate searches have been carried out. These searches should be recorded on the FOI Searches template saved to the casefile.

In FOISA terms we would assess this case as **routine**. As such it should not require a Ministerial decision in terms of disclosure. Please ensure that decisions on disclosure are taken by officials of appropriate seniority (normally C Band or above). You may find our Submissions Templates useful.

If necessary please sight your Comms team if you consider that parallel media handling is required. This assessment of sensitivity can change once full searches have been completed. *If this case becomes more sensitive and you consider that it requires a Ministerial decision and it is to be sent to SpAds prior to that, then please engage with the FOI Unit to help us reassess the case.*

To ensure we can advise on cases as promptly as possible at this time we would ask you to first contact the FOI Unit by email via e-mail at foi@gov.scot if you have any questions.

New guidance to replace our SharePoint is being developed on Saltire and will be available soon (will be available here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Guidance-for-FOI-case-handlers.aspx>)
In the meantime new overview guidance is available on Saltire here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Freedom-of-Information-requests.aspx>
Extensive guidance (including briefs on all exemptions/exceptions) is available on the Commissioners website here: www.itspublicknowledge.info
We have also archived all our SharePoint guidance so if anyone has any queries please contact foi@gov.scot. As always we are available for any advice and support.

From: Central Enquiry Unit <CEU@gov.scot>

Sent: 22 January 2021 11:49

To: [redacted]<[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)>; [redacted]<[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)>

Cc: Freedom of Information <foi@gov.scot>

Subject: TRIAGE - FOI - ECJ - Covid-19 Mitigation Measures Among Children and Young People - [redacted]-MiCase 202100142217

From: [redacted]<[\[redacted\]@jpress.co.uk](mailto:[redacted]@jpress.co.uk)>

Sent: 22 January 2021 11:27

To: Central Enquiry Unit <CEU@gov.scot>

Subject: FOI Request

Dear FOI Officer,

I am writing to you to request the following information.

Noted in the Scottish Government's Working Paper: Covid-19 Mitigation Measures Among Children and Young People on page nine is "Weekly YouGov polling conducted by the Scottish Government (unpublished)". A link to that document is here: <https://www.gov.scot/binaries/content/documents/govscot/publications/research-and-analysis/2021/01/working-paper-covid-19-mitigation-measures-children-young-people/documents/working-paper-covid-19-mitigation-measures-children-young-people/working-paper-covid-19-mitigation-measures-children-young-people/govscot%3Adocument/working-paper-covid-19-mitigation-measures-children-young-people.pdf>

Please provide me with this polling for the weeks between October 1 and the date of this request.

Please take this request to only constitute a request for the tables themselves provided by YouGov on a weekly basis and not email correspondence or any other policy development information linked to the polling.

Best wishes,
[redacted]

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Best wishes,
[redacted]

Politics Reporter
The Scotsman
Phone: [redacted]
Mobile: [redacted]

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For more information please visit <http://www.symanteccloud.com>

From: [Redacted] on behalf of Freedom of Information
Sent: 26 January 2021 08:35
To: [Redacted]; [Redacted]; [Redacted]
Cc: Richards N (Nicola); Freedom of Information
Subject: FW: TRIAGE - FOI - ODO - FTE special advisers - 202100143575
Attachments: Re: FOI requests 202100143566, 202100143575 & 202100143590

Hello all

Please see the FOI request and triage advice below for allocation and processing. If this request cannot be handled in your area we would hugely appreciate any advice and assistance you can offer in finding the appropriate area for it.

It would be most helpful if the case handler could inform the FOI Unit when they have accepted the case.

The information request below has been assessed by the FOI Unit in line with Criteria for Decision-making agreed with the Scottish Information Commissioner. We consider this is a valid request for information and should be treated as a request under FOISA.

Please “Self Assign” the above case (202100143575) through Case Actions on MiCase remembering to send the requester a FOI/EIR specific acknowledgement. The response should be issued as promptly as possible and no later than 19/2/21.

For detailed information regarding possible exemptions I would recommend the Scottish Information Commissioner’s website.

We have a duty to advise and assist requesters throughout this process and remember there is always a presumption in favour of disclosure.

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To meet our duty to provide advice and assistance to the applicant, if the information has been published on the internet, you should offer to provide paper copies if the applicant does not have internet access.

If we do not hold any information then it is preferable to issue that response as promptly as possible in the form of a refusal notice under section 17(1) of FOISA. It may be helpful to include an explanation of why we do not hold the information to place our response in context. Additionally we need to evidence that adequate and proportionate

searches have been carried out. These searches should be recorded on the FOI Searches template saved to the casefile.

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In the meantime new overview guidance is available on Saltire here: <http://saltire/my-workplace/it-and-information-management/freedom-of-information/Pages/Freedom-of-Information-requests.aspx>
Extensive guidance (including briefs on all exemptions/exceptions) is available on the Commissioners website here: www.itspublicknowledge.info
We have also archived all our SharePoint guidance so if anyone has any queries please contact foi@gov.scot. As always we are available for any advice and support.

From: Central Enquiry Unit <CEU@gov.scot>
Sent: 25 January 2021 08:55
To: [Redacted]; [Redacted]>
Cc: Freedom of Information <foi@gov.scot>
Subject: TRIAGE - FOI - ODO - FTE special advisers - [Redacted] - MiCase 202100143575

From: <[Redacted]>
Sent: 23 January 2021 17:26
To: Central Enquiry Unit <CEU@gov.scot>
Subject: Re:

Hi.

I have three a Freedom of Information question

1. Can you please set out how many FTE special advisers there have been in the ten years to 2019/20 picking March as a snapshot.

2. How many FTE special advisers were there in January (snapshot) 2021.
3. What was the cost of employing those staff in those years

[Redacted]

Senior News Reporter

The Herald/Herald on Sunday

Tel: [Redacted]

Email: [Redacted]

Twitter: [Redacted]
