

Freedom of Information - Frequently Asked Questions

How can I make a request for information?

Your request must be in some sort of permanent form, so that there's a permanent record of it. This could be a letter, email or handwritten note. If you are unable to write or get a friend to write for you, you can send your enquiry on video or audio tape.

What do I need to provide to make my request valid?

Your name and an address where the information can be returned to must be included in your request. This can be an email address.

How long do authorities have to respond to a request under the Freedom of Information (Scotland) Act 2002?

Under the Freedom of Information (Scotland) Act 2002, we have twenty working days to respond to your request, from receipt of the enquiry.

What sort of information can I request under the Freedom of Information Act?

You can request any recorded information, in any form and of any age, under the Freedom of Information (Scotland) Act 2002.

Do I have to say why I want information if I make a request under the Freedom of Information Act?

You do not have to tell a Scottish public authority why you want the information that you request.

Will I be able to see all relevant information if I make a request for information from LVJB?

We will always make as much information available as possible. However, there are certain circumstances where the LVJB is legally permitted to withhold information from you. If we propose to withhold information, we will tell you why. You have the right to appeal about information which is being withheld from you.

Will I be charged a fee for obtaining information under the Freedom of Information Act?

Most requests for information will be free. However, the LVJB is allowed to charge a fee for answering some requests for information. If we plan to charge a fee, we will tell you what the fee will be before we provide the information. We will not provide the information until any fee is paid. Our [Model Publication Scheme/Guide to Information](#) provides further information on fees.

Who is responsible for monitoring compliance with the Freedom of Information (Scotland) Act 2002?

The Scottish Information Commissioner (SIC) is responsible for ensuring that all public authorities comply with the Act.