

Access to Information Data Protection (Scotland) Act Environmental Information (Scotland) Regulations

What does this mean?

This legislation means that individuals can request information from us on a wide range of environmental issues. Requests can be made either verbally or in writing. Horizon has 20 working days to respond to a request.

Environmental information is very broadly defined as:

- 1) the state of the elements of the environment such as air, atmosphere, water, soil, land (including buildings and other structures)
- 2) factors such as substances (i.e. building materials), energy, noise, radiation, waste, discharges and other releases into the environment
- 3) measures such as policies, plans, programmes, environmental agreements and activities likely to affect or protect the environment
- 4) reports on the implementation of environmental information
- 5) cost benefit and other economic analysis and assumptions used within the various measures referred to above
- 6) the state of human health and safety including built structures

Action on receiving a request

Individuals making a request do not need to quote the regulations when they make a request so it may not be obvious that Horizon is obliged to comply with the request.

If we receive an e-mail, letter or phone call which we think is asking for information, this should be passed to the Operations or Managing Director, or member of the Management Team. Link's Strategy and Business Support Team are also able to offer advice and guidance.

Depending on whether the information request is made under the DPA or the EIR, the relevant form will be sent to the requester asking them to confirm what information they are looking for.

DPA: Once the administration fee has been paid, work will commence to produce the information. If the information is readily available, charges may be waived

EIR: Once this has been returned, an assessment of work required to produce the information will be made and an invoice for the relevant fee will be issued to the requester. If the information is readily available, charges may be waived. Otherwise, payment must be paid before the information is compiled.



The invoice can be paid by cheque or by Call Pay. Payments made through Call Pay should have the invoice number used as the reference.

Fees

Data Protection Act: Information sought under the DPA will be subject to a £10 administration fee. This fee may be waived at the discretion of the Managing Director

Environmental Information Regulations:

Staff costs for searching for the information requests are charged at the following hourly rates:

Staff Grade	Hourly Rate
Administrator	£10
Officer	£15
Manager	£20
Director	£25

Any costs involved in producing documents to be released and any postage charges are charged at:

Item	Fee per Unit
Photocopying: Black and White A4	5p
Photocopying: Colour A4	10p
Photocopying: Black and White A3	20p
Photocopying: Colour A3	25p
CD/ Memory Stick	£1
Postage	Individual quote for First Class mail

Horizon Housing Association
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