

## 2. Access to Information and Records Management Policies

### Introduction

This category tells people how to request information from the institution, both under the Freedom of Information (Scotland) Act and the Data Protection Act. It also covers institutional procedures for these pieces of legislation.

Category Name	Category Description	How to access	Withheld information
<b>How to make a request for information and freedom of information enquiries contact</b>	Details of how to request information from the institution under the Freedom of Information (Scotland) Act, the Data Protection Act, and the Environmental Information (Scotland) Regulations. Central contact point for Freedom of Information enquiries	Freedom of Information enquiries should be directed to:  FOI Administrator Data Protection and Freedom of Information Office, University of Glasgow, Glasgow G12 8QQ  E-mail: <a href="mailto:foi@glg.ac.uk">foi@glg.ac.uk</a>	
<b>Information legislation policies</b>	Institutional policies and procedures on Freedom of Information, Data Protection and Environmental Information	<a href="#">Data Protection &amp; Freedom of Information Office</a> EI(S)R charging policy	
<b>Records Management and archiving policy</b>	Policies and guidance relating to our records management, records and information retention and archiving policies	Policies relating to records and information compliance and <a href="#">records retention</a> <a href="#">Freedom of information</a> and <a href="#">Data Protection</a> policies	