

Louis Seaman
request-138xxxxxxxxxxxx@xxxxxxxxxxxxxxxxxxx

27 July 2009

Our Ref: FOI 2009/115 – F0063384

Dear Mr Seaman,

Re: Freedom of Information (Scotland) Act 2002 – Request for Information

Thank you for your email which was received by the University on 29 June 2009 timed 11:47 hours, requesting the following:

1. **The Job Description for the Director of Student Services.**
2. **Who wrote the Job description and when was this done?**
3. **Who approved and graded the Job Description and when was this done?**
4. **All correspondence (including emails) regarding the creation of this position and the appointment of the current post holder.**

University's Response

1. This post involved the enhancement of the current role of an existing member of staff, the terms of which are attached in Appendix A.
2. The details of the role and responsibilities are laid out in the attached letter (Appendix A) written on 18 May 2009 by the Secretary of Court.

The financial information recorded in the Appendix A that constitute the University's response to your request for information have been redacted as (a) the financial information are considered as personal data as defined in the Data Protection Act 1998, and (b) the release of the financial information would be in breach of the data protection principles as defined in the Data Protection Act 1998. Therefore the exemption from release of the information applies as specified under sections 38(1)(b) and 38(2) of the Freedom of Information (Scotland) Act 2002. This exemption is an absolute exemption under of the Freedom of Information (Scotland) Act 2002.

3. As agreed with the Human Resources department, there was no change in the grading of this post but a salary increase was approved, to reflect the additional responsibility taken on by the post holder.
4. Please see Appendices B and C attached.

The supply of documents under the terms of the Freedom of Information (Scotland) Act 2002 does not give the applicant or whoever receives the information any right to re-use it in such a way that might infringe the Copyright, Designs and Patents Act 1988 (for example, by making multiple copies, publishing or otherwise distributing the information to other individuals and the public). The Freedom of Information (Scotland) Act 2002 (Consequential Modifications) Order 2004 ensured that Section 50 of the Copyright, Designs and Patents Act 1988 ("CDPA") applies to the Freedom of Information (Scotland) Act 2002 ("FOISA").

Breach of copyright law is an actionable offence and the University expressly reserves its rights and remedies available to it pursuant to the CDPA and common law. Further information on copyright is available at the following website:

<http://www.ipo.gov.uk/copy.htm>

Your right to seek a review

Should you be dissatisfied with the way in which the University has dealt with your request, you have the right to require us to review our actions and decisions. Please refer to the Review Procedure (<http://www.gla.ac.uk/services/dpfoioffice/policiesandprocedures/foisa-complaintsandreview/>) for further information. All complaints regarding requests for information will be handled in accordance with this procedure.

Yours sincerely,

Data Protection and Freedom of Information Office