

10 July 2009

Your Ref:

Our Ref: 0562/2009

Mr McGillivray

Email: [request-14402-864dc502@whatdotheyknow.com](mailto:request-14402-864dc502@whatdotheyknow.com)

Force Disclosure Unit  
Police Headquarters  
173 Pitt Street  
GLASGOW  
G2 4JS

Tel: 0141 435 1215

Fax: 0141 435 1218

Dear Mr McGillivray

**FREEDOM OF INFORMATION REQUEST REFERENCE NUMBER 0562/2009**

I refer to your request for information dated 7 July 2009 which was received by Strathclyde police on that date.

Your request has now been considered in accordance with the Freedom of Information (Scotland) Act 2002 (the Act). Unfortunately we are unable to respond to your request, as it does not comply with section 8(1) (b) of the Act.

By way of explanation, the Act says that a request must include the name of the applicant and an address for correspondence. The Office of the Scottish Information Commissioner (OSIC) has confirmed that an e-mail address is sufficient when you are asking for information, however, if you send your request by email, you must give your name in the body of the email to fulfil the requirement that the name of the applicant is given. Even if your name appears in your email address (e.g. john.smxxx@xxxxxxx.xxm) you must add your name to the text of your request, so that it is clear who the email is from. You must give your real name, as the public authority does not have to answer your request if you have used a false name or pseudonym. OSIC will not be able to carry out an investigation if you have used a false name.

If you have particular reasons for not wanting to reveal your identity to the public authority, you should ask a friend or family member to make the request for information.

Guidance from OSIC on this matter is available at,

<http://www.itspublicknowledge.info/yourrights/faqs/faqs.htm>

Once the information requested has been received, we will be more than satisfied to process your request and provide you with an appropriate response within the 20 working day timescale.

In some circumstances, Strathclyde Police may be unable to meet the 20 working day deadline, however, if this is the case then you will be informed and given a revised timescale at the earliest opportunity. There may be a fee payable for the retrieval, collation and provision of the information you request. If this is the case, you will be informed and the 20 working day timescale will be suspended until we receive payment from you. If you choose not to make payment then your request will remain unanswered.

I would like to take this opportunity to thank you for your interest in Strathclyde Police. Should you require any further assistance concerning this matter please contact me directly on 0141 435 1215 quoting the reference number given.

Yours sincerely

Charlene Thomson  
Analyst Researcher  
Freedom of Information