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By email: George.Greenwood@bbc.co.uk

Our ref: FoI/17/00832  
18 April 2017

Dear Mr Greenwood

Thank you for your request dated 3 April 2017 under the Freedom of Information (Scotland) Act 2002 (FOISA).

Your request

You asked for “current Scottish Government guidance on the handling of freedom of information requests”.

Response to your request

All of the information you have requested is available from the Scottish Government website at: <http://www.gov.scot/About/Information/FOI/Training> where we publish all of our FOI guidance. Under section 25(1) of FOISA, we do not have to give you information which is already reasonably accessible to you. If, however, you do not have internet access to obtain this information from the website listed, then please contact me again and I will send you a paper copy.

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to Head of FOI Unit, 2W, St Andrew’s House, Regent Road, Edinburgh, EH1 3DG or email [foi@gov.scot](mailto:foi@gov.scot). Your review request should explain why you are dissatisfied with this response, and should be made within 40 working days from the date when you received this letter. We will complete the review and tell you the result, within 20 working days from the date when we receive your review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Scottish Information Commissioner. More detailed information on your appeal rights is available on the Commissioner’s website at:

<http://www.itspublicknowledge.info/YourRights/Unhappywiththeresponse/AppealingtoCommissioner.aspx>

Yours sincerely,  
Emma Henderson