

Mr James McNeel  
request-570xxxxxxxxxxx@xxxxxxxxxxxxxxxxxxx

31 January 2011

Our Ref: FOI 2011/03-F0123683

Dear Mr McNeel,

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

Thank you for your email which was received by the University on 6 January 2011 timed 08:35 hours, requesting the following information:

**“Please provide details of expenses for UK travel (including private taxi fares) since March 2010 for Robert Fraser (Finance Office) and the purpose of each trip.**

**Please also provide details of expenses for UK travel (including private taxi fares) since March 2010 for Julie Lee (Finance Office) and the purpose of each trip.”**

**University's Response**

Appendix A, attached, provides details of expenses for UK travel since March 2010 for Robert Fraser, Director of Finance. All expenses are incurred in the course of his work on behalf of the University. Details of the University's expenses policy and procedures can be found on the University's website

<http://www.gla.ac.uk/services/finance/payandpensions/expensesprocedures/>

It is the University's practice to only release details of expenses relating to senior members of staff. Individuals who are considered to occupy a senior role within the institution, have high levels of accountability and personal responsibility and undertake major policy decisions, hence the disclosure. Other members of staff who do not have the same levels of accountability, authority or responsibility, do not have the same expectation of scrutiny into their public life. This approach is in line with guidance from the Office of the Scottish Information Commissioner

<http://www.itspublicknowledge.info/nmsruntime/saveasdialog.asp?IID=3085&slD=133>

The University does not consider that Julie Lee, in the scope of this request, fulfils the necessary criteria of senior staff and therefore details of her expenses have been withheld.

**DATA PROTECTION AND FREEDOM OF INFORMATION OFFICE**

Main Building, University of Glasgow, Glasgow G12 8QQ

Data Protection: Telephone: 0141-330-3111 E-Mail: [data.prot@xxx](mailto:data.prot@xxx)

Freedom of Information: Telephone: 0141-330-2523 E-Mail: [foi@gla.ac.uk](mailto:foi@gla.ac.uk)

The University of Glasgow, charity number SC004401

The above information has been withheld as: (a) the details of expenses are considered as personal data as defined in the Data Protection Act 1998 ("DPA"); and (b) the release of such information would be in breach of the data protection principles as set-out in the Data Protection Act 1998. Therefore the exemption from release of such information applies as specified under section 38(1)(b) and 38(2) of FOISA. This exemption is an absolute exemption under the Freedom of Information (Scotland) Act 2002.

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. If you wish to request a review, please contact the University Secretary, University Court Office, Gilbert Scott Building, University of Glasgow, Glasgow, Scotland G12 8QQ or e-mail: [xxx@xxx.xx.xx](mailto:xxx@xxx.xx.xx) within 40 working days. Your request must be in a recordable format (letter, email, audio tape, etc). You will receive a full response to your request for review within 20 working days of its receipt.

If you are dissatisfied with the way in which we have handled your request for review you may ask the Scottish Information Commissioner to review our decision. You must submit your complaint in writing to the Commissioner within 6 months of receiving the response to review letter. The Commissioner may be contacted as follows:

The Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS  
Telephone: 01334 464610  
Fax: 01334 464611  
Website [www.itspublicknowledge.info](http://www.itspublicknowledge.info)  
E-mail: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

An appeal, on a point of law, to the Court of Session may be made against a decision by the Commissioner.

For further information on the review procedure please refer to  
(<http://www.gla.ac.uk/services/dpfoioffice/policiesandprocedures/foisa-complaintsandreview/> )  
All complaints regarding requests for information will be handled in accordance with this procedure.

Yours sincerely,

Data Protection and Freedom of Information Office