

Our Ref: F0187888

If telephoning ask for:
Michael Hampton

18 July 2017

Dear Mr Innes

REQUEST FOR INFORMATION

Thank you for your recent request, received by SEPA on 6 July 2017 in which you asked for the following information:

Please can you supply a Fully detailed list of all offered or accepted Financial contributions, gifts, hospitality et al made by Shell and Exxonmobil to SEPA, SEPA members of staff or SEPA representatives and affiliated groups since 2012 until today.

I can confirm that we have handled your request under the terms of the Freedom of Information (Scotland) Act 2002.

We confirm no representative of SEPA has offered or accepted financial contributions, gifts, hospitality et al made by Shell and Exxonmobil within the requested time frame. Under the terms of Section 17(1)(b) of FOISA, we are required to formally give notice in writing that we do not hold the requested information. The relevant extract from the legislation is as reproduced below.

- (1) Where-
- (b) *the authority does not hold that information, it must, within the time allowed by or by virtue of section 10 for complying with the request, give the applicant notice in writing that it does not hold it.*

If you are not satisfied with our response, you have up until 12 September 2017 to request a formal review from SEPA at:

Access to Information
SEPA
Strathallan House
Castle Business Park
Stirling
FK9 4TZ
Email: foi@sepa.org.uk

If you are still not satisfied, you can appeal to the Scottish Information Commissioner.

www.itspublicknowledge.info/appeal

Your unique reference number is F0187888. Please quote this in any future contact with us about your request.

If you have any queries in the meantime, please contact me.

Yours sincerely

M Hampton

Michael Hampton

Access to Information Co-ordinator

What to expect when making a Request for Information

Each request for information, under The Environmental Information (Scotland) Regulations 2004 or the Freedom of Information (Scotland) Act 2002, is formally logged by the authority. The request falls within a process that has two internal stages carried out by the authority; a right of appeal to the Scottish Information Commissioner followed by an appeal to the Court of Session on a point of law only.

- Stage 1 – Request for information
- Stage 2 – Formal Review
- Stage 3 – Appeal for decision by Scottish Information Commissioner (OSIC)
- Stage 4 – Appeal to the Court of Session on a point of law only.

Each enquiry will have a unique Reference Number which should be quoted when you contact us.

How you will be kept informed

You will receive an acknowledgement for your request and Formal Review. We aim to reply to all enquiries promptly, within 20 working days. You will receive a response along with the requested information and/or an explanation regarding any withheld information. We may also contact you if we require clarification or if we are issuing a fees notice.

What happens once your enquiry has been responded to?

If you are not happy with the response or have failed to receive a response, you have the right to request a Formal Review from SEPA.

We will ensure that all personal data is processed, recorded and retained in accordance with the requirements of the Data Protection Act 1998 throughout the handling of each request. You have a right to see information about yourself via submitting a Subject Access Request under the Data Protection Act 1998.

What to do if you are not happy with how your enquiry and review were handled

If you are unsatisfied with our Formal Review response or have failed to receive a response, you can then appeal to the Scottish Information Commissioner via the links below.

www.itspublicknowledge.info/appeal

<http://www.itspublicknowledge.info/home/ContactUs/ContactUs.aspx>

Should you wish to appeal against the Scottish Information Commissioner's decision, you have the right to appeal to the Court of Session on a point of law only. Any such appeal must be made within 42 days after the date of intimation of the decision.