



**Information and Data Protection Team**  
Chief Executive's Department  
Glasgow City Council  
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Our Ref: **EIR 6954450**

7 June 2019

Send by e-mail to: [request-575806-32bed458@whatdotheyknow.com](mailto:request-575806-32bed458@whatdotheyknow.com)

**For the attention of Ms Laura-Lynn Hardy**

Dear Ms Hardy

**REQUEST UNDER THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002  
AND THE ENVIRONMENTAL INFORMATION (SCOTLAND) REGULATIONS 2004**

We refer to the Freedom of Information request you submitted on 10 May 2019, in which you ask for the following information to be provided to you:

*"Please provide a copy of the guidance issued to council staff in the use of plastics, including but not limited to the placing of laminated public notices attached to lampposts, the use of cable ties for that and other purposes, and the guidance on the removal of all such materials and avoidance of their loss and consequent environmental damage. When providing this information please confirm the date of issue and how the dissemination to staff who maybe performing such tasks is confirmed.*

*Further, please provide a copy of the checking process employed to monitor that all such plastic materials have been retrieved and accounted for once their use is finalised."*

The Council considers that the information you have requested is environmental information in terms of the Environmental Information (Scotland) Regulations 2004 ("the EIRs"). This means that the information is exempt from disclosure under the Freedom of Information (Scotland) Act 2002 ("the Act") because of the exemption contained at section 39(2) of that Act.

We believe that it is more appropriate to consider your request under the specific regulatory regime provided for environmental information. Further, the Council is of the opinion that the public interest in considering your request for environmental information in accordance with the terms of the EIRs outweighs the public interest in disclosure of such information under the terms of the Act.



## Right of Review

If you are dissatisfied with the way in which we have dealt with your request for information, you are entitled under the Freedom of Information (Scotland) Act 2002 and / or the Environmental Information (Scotland) Regulations 2004 to require the Council to review its response. Please note that for a review to take place you must:

- Lodge a written requirement for a review within 40 working days of the date of this letter
- Include a correspondence address, a description of the original request and the reason why you are dissatisfied
- Address your request to the Director of Governance and Solicitor to the Council:

Director of Governance and Solicitor to the Council  
Glasgow City Council  
City Chambers  
George Square  
Glasgow G2 1DU

Email: [FOIRreviews@glasgow.gov.uk](mailto:FOIRreviews@glasgow.gov.uk)

You will receive notice of the results of the review within 20 working days of receipt of your request. The notice will state the decision reached by the reviewing officer as well as details of how to appeal to the Scottish Information Commissioner if you are still dissatisfied with the Council's response. You must request an internal review by the Council before a complaint can be directed to the Scottish Information Commissioner.

For your information at this stage, if you do remain dissatisfied with the outcome of the Council's review decision, an appeal can be made to the Scottish Information Commissioner by contacting his office as follows -

Address: Kinburn Castle, Doubledykes Road, St Andrews, KY16 9DS.  
Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)  
Telephone: 01334 464610

You can also use the Scottish Information Commissioner's online appeal service to make an application for a decision: [www.itspublicknowledge.info/appeal](http://www.itspublicknowledge.info/appeal)

Please note that you cannot make an appeal to the Scottish Information Commissioner until you have first requested an internal review by the Council.

If you wish to submit a complaint to the Council in relation to the manner in which it has handled your request for information, you can do so by requesting that the Council reviews its response. Details of how to request a review are set out under the 'Right of Review' information.

In compliance with The General Data Protection Regulation and Data Protection Act 2018, the link below sets out how the Council handles the personal information entrusted to it. Further information is available on the Council's website, [www.glasgow.gov.uk](http://www.glasgow.gov.uk).

We trust the foregoing will be of some assistance.

Yours sincerely

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Glasgow City Council's Privacy Statements: <https://www.glasgow.gov.uk/privacy>