

Our Ref: F0184135

Ms Linda Ashera

If telephoning ask for:  
Cara Everitt

31 October 2013

Dear Ms Ashera

### REQUEST FOR INFORMATION – INITIAL RESPONSE

Thank you for your recent email, received by SEPA on 2 October 2013, in which you asked for the following information:

*Please provide copies of the minutes or records of any and all meetings held between SEPA and DSRL (including members of the PBO - BDP) on the development of criteria for both interim and final end state for the Dounreay site. Please include a minutes or records of all meetings, including any held with Babcock Dounreay Partnership prior to them taking over the contract for the management of the Dounreay Site.*

We have applied the exemption under Section 39(2) of the Freedom of Information (Scotland) Act 2002 as we have determined that the information sought in your request is environmental information. We are therefore handling your request under the terms of the Environmental Information (Scotland) Regulations 2004. (EIRs)

We passed your enquiry to our colleagues in the Radioactive Substances Unit who provided all documents within scope of this request. Please see the enclosed documents for all SEPA owned records concerning meetings held between SEPA and DSRL on the development of criteria for both interim and final end state for the Dounreay site. Please note this also includes records relating to Babcock Dounreay Partnership prior to their take over.

Please note that personal data has been blanked out from a small number of the attached documents in accordance with Regulation 11(2) of the EIRs and Data Protection Principles. We have considered public interest in respect of the withholding of this personal data and have determined that the public interest in withholding this specific information outweighs the public interest in its release in to the public domain. Please note that we have not withheld complete documents which contain such personal data and have released all other information within the document which is not subject to requirements of the Data Protection Act 1998.

We apologise for providing a partial response at this time. Please note where we hold information which has been received from a third party, or in which a third party has direct involvement, we always seek feedback from the third party before any decision to release the information is finalised. Under the terms of the Environmental Information (Scotland) Regulations 2004, it is SEPA's responsibility to make the final decision regarding the release or withholding of information that has been requested and we will strive to provide a final response next week once we have received feedback from third parties regarding 22 documents.



Chairman  
David Sigsworth

Chief Executive  
James Curran

#### Stirling Office

Erskine Court, Castle Business Park, Stirling FK9 4TR  
tel 01786 457700 fax 01786 446885  
[www.sepa.org.uk](http://www.sepa.org.uk)

If you are not satisfied with our response, you have up until 26 December 2013 to request a formal review from SEPA at:

Access to Information  
SEPA Corporate Office  
Erskine Court  
Castle Business Park  
STIRLING  
FK9 4TR  
Email: [foi@sepa.org.uk](mailto:foi@sepa.org.uk)

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

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

Your unique reference number is F0184135. 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

**Cara Everitt**  
Access to Information Co-ordinator

Enc  
Response

### **What to expect when making a Request for Information**

Each request for information, under either The Environmental Information (Scotland) Regulations 2004 or the Freedom of Information (Scotland) Act 2002, is formally logged within a process which has a two internal stages and a subsequent right of Appeal to the Scottish Information Commissioner.

- Stage 1 – Request for information
- Stage 2 – Formal Review
- Stage 3 – Appeal for decision by Scottish Information Commissioner (OSIC)

Every internal formal review will be fair, reasonable, transparent and proportionate and will have clear terms of reference.

### **How you will be kept informed**

You will receive a written acknowledgement for your enquiry. We aim to reply to all enquiries quickly and certainly within 20 working days. We will also contact you if we need further clarification regarding the request for information or if we need to issue a fees notice.

You will receive a response along with the requested information and/or an explanation regarding any withheld information.

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

### **What happens once your enquiry has been responded to?**

If you are not happy with the response (or have not had a response), you have the right to request a review from SEPA.

It is recognised that some enquiries may require the processing of personal data relating to customers, other external third parties and SEPA staff. We will ensure that such data is processed, recorded and retained in accordance with the requirements of the Data Protection Act 1998. (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 have already been through the two steps of making your request and requesting a review and are still not happy, you can appeal to the Scottish Information Commissioner. The Scottish Information Commissioner enforces Scotland's freedom of information laws and tells people about their rights to ask Scottish public authorities for information. The contact details are;

Scottish Information Commissioner

Kinburn Castle

Doubledykes Road

St Andrews

Fife

KY16 9DS

Telephone: 01334 464610

Fax: 01334 464611

e-mail: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)