

Our ref: F12/044

Your ref:

27 March 2012

Dear C.Nair

Freedom of Information (Scotland) Act 2002 – Information request invalid

I acknowledge receipt of your email of 23 March 2012. Unfortunately I am unable to deal with your request for information, as it is not valid under the Freedom of Information (Scotland) Act 2002 (FOISA). In order for the request to be valid it must:

- State your name and an address for correspondence (an email address is sufficient but you must give your name in the body of the email to fulfill the requirement that the name of the applicant is given).

FOISA paragraph 8(1)(b) states that an information request must include the name of the applicant. The Scottish Information Commissioner's guidance states that:

"This must be the real name of the applicant. So, if a request comes in from someone who has obviously given a false name, the application is invalid and the public authority does not have to deal with it."

In addition the Commissioner will not be able to carry out an investigation if he/she finds out that you have used a false name.

Hence as you have not provided your full real name your request is an invalid request under the terms of the Freedom of Information (Scotland) Act 2002 (FOISA) paragraph 8(1)(b).

Once you have provided your full real name I will be happy to process your request.

If you are dissatisfied with this response or would like further information, please do not hesitate to contact me.

If you have a complaint about the handling of your enquiry, you may request a review under the Act as laid out in the notices below.

Yours sincerely

Ann McGeachy
FOI & Records Manager

Notices

1. Complaints

In the event that you have any complaint about the handling of your request for information, you can invoke the University complaints procedure by writing to the University Registrar/Secretary to Court at the address below:

Donna McMillan, Registrar/Secretary to Court, University of the West of Scotland, Paisley Campus, Paisley, PA1 2BE Email: Donna.McMillan@uws.ac.uk

A response to your complaint will be sent within the next 30 days.

2. Right of Review

In the event that you are dissatisfied with the handling of your request for information, you may also require us to review our actions and decisions relating to your request ('Review Request').

Your Review Request must be made to us in writing or in other durable form, stating your name and address for correspondence, specifying the request for information to which your Review Request relates and the matters that have given rise to your dissatisfaction.

It must be provided to us within 40 working days (which phrase excludes Saturdays, Sundays, Christmas Day and Scottish Bank Holidays) after the expiry of the period within which we were obliged under the Act to respond to your request for information.

You may withdraw your Review Request by notice to us in writing at any time.

Assuming your Review Request is not withdrawn, we are required to conduct our review and respond to you ('Review Response') within 20 working days (which phrase excludes Saturdays, Sundays, Christmas Day and Scottish Bank Holidays) after the date on which we received your Review Request. The request for review should be addressed to:

Donna McMillan, Registrar/Secretary to Court, University of the West of Scotland, Paisley Campus, Paisley, PA1 2BE Email: Donna.McMillan@uws.ac.uk

3. Right of Appeal

In the event that you have not withdrawn your Review Request and we have failed to respond to you within the proscribed time, or you are dissatisfied with our Review Response, you may apply to the Scottish Information Commissioner for a decision as to whether we have dealt with your request in accordance with the Act ('Appeal Application').

Your Appeal Application must be made to the Scottish Information Commissioner in writing or in other durable form, stating your name and address for correspondence, specifying the request for information to which your Appeal Application relates and the matters that have given rise to your dissatisfaction.

It must be provided to the Scottish Information Commissioner within six months after the date you received our Review Response or, in the event that we did not provide you with a Review Response within the proscribed time, within six months after the expiry of that period. The address of the Scottish Information Commissioner is:

Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS Tel 01334 464 610; Fax 01334 464 611; email: enquiries@itspublicknowledge.info; www.itspublicknowledge.info