

FIFE COLLEGE PRISON EDUCATION LIMITED (SC545593)

GUIDE TO INFORMATION AVAILABLE THROUGH OUR PUBLICATION SCHEME

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

Fife College Prison Education Ltd is a wholly owned subsidiary company of Fife College and is therefore considered to be a public authority. It is a dormant company and has never traded. It has adopted the Model Publication Scheme produced by the Scottish Information Commissioner.

You can see this scheme on Fife College's website at www.fife.ac.uk or by contacting us at the addresses below:

Freedom of Information Officer
Fife College Prison Education Ltd
Pittsburgh Road
Dunfermline
Fife
KY11 8DY

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class.
- state what charges may be applied.
- explain how you can find the information easily.
- provide contact details for enquiries and to get help with accessing the information.
- explain how to request information we hold that has not been published.

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

Copyright

Where Fife College Prison Education Ltd holds the copyright in their published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately
- it is not used in a misleading context, and
- the source of the material is identified

Where Fife College Prison Education Ltd does not hold the copyright in information we publish, we will make this clear.

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated. There is no charge to view information on our website or at our premises.

We may charge for providing information to you, eg photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the tables below:

Black and white photocopying

Size of paper	Pence per sheet of paper
A3	20p
A4	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A3	40p
A4	20p

Information provided on CD-Rom will be charged at 50p per computer disc.

Postage costs will be recharged at the rate we pay to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost, pro rata, of the total print run.

We do not pass any other costs on to you in relation to our published information.

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through our website or as part of commercial training courses and their price reflects a 'market value' which may include the cost of production.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

Fife College
Pittsburgh Road
Dunfermline
Fife
KY11 8DY

Telephone: 0344 248 0115

Email: foi@fife.ac.uk

We will also be pleased to advise you how to ask for information that we do not publish, or how to complain if you are dissatisfied with any aspect of this publication scheme.

The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

The classes are:

- Class 1: About our authority
- Class 2: How we deliver our functions and services
- Class 3: How our authority takes decisions and what it has decided
- Class 4: What our authority spends and how it spends it
- Class 5: How our authority manages its human, physical and information resources
- Class 6: How our authority procures good and services from external providers
- Class 7: How our authority is performing
- Class 8: Our commercial publications
- Class 9: Our open data

CLASS 1: ABOUT FIFE COLLEGE PRISON EDUCATION LTD
Class description: Information about Fife College Prison Education Ltd, who we are, where to find us, how to contact us, how we are managed and our external relations
We do not hold or publish any information under this class (dormant company).

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES
Class description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.
We do not hold or publish any information under this class (dormant company).

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED
Class description: Information about the decisions we take, how we make decisions and how we involve others.
We do not hold or publish any information under this class (dormant company).

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT
Class description: Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.
We do not hold or publish any information under this class (dormant company).

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES
Class description: Information about how we manage the human, physical and information resources of Fife College Prison Education Ltd.
We do not hold or publish any information under this class (dormant company).

CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS
Class description: Information about how we procure goods and services, and our contracts with external providers
We do not hold or publish any information under this class (dormant company).

CLASS 7: HOW WE ARE PERFORMING
Class description: Information about how we perform as an organisation, and how well we deliver our functions and services
We do not hold or publish any information under this class (dormant company).

CLASS 8: OUR COMMERCIAL PUBLICATIONS
Class description: Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.
We do not hold or publish any information under this class (dormant company).

CLASS 9: OUR OPEN DATA

Class description:

Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence.
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We do not hold or publish any information under this class (dormant company).
