

# Operational Plan 2024-25

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**The Scottish Information Commissioner's Operational Plan  
2024-25**

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Scottish Information  
Commissioner

## Introduction

This document sets out the Scottish Information Commissioner's operational plan for the period from 1 April 2024 to 31 March 2025. The operational plan explains how we will realise the Commissioner's vision and strategic objectives, as set out in the Strategic Plan 2024-28, and provides a tool for on-going monitoring of outcomes and management of resources, financial and human.

## Vision

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**The impact of Freedom of Information is increased, being recognised and valued as the key enabler of openness and transparency of public functions in Scotland, enhancing people's right to access the information that matters to them**

## Strategic objectives

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To realise this vision:

**The Commissioner's office will:**

1. increase knowledge and understanding of FOI rights
2. enable and develop high standards of FOI law, policy and practice
3. develop Scottish public sector culture and practice where the disclosure of information is routine, valued and increasingly proactive
4. deliver fair defensible decisions in a timely and efficient manner
5. contribute to Scotland being respected as a world-leader in openness and transparency
6. be recognised as an organisation of independent and trusted experts that is run efficiently, governed effectively and is open and transparent

## Structure of the operational plan

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The operational plan is laid out as a programme of actions listed under types of operational activity, with cross references to which strategic objective(s) it supports. The actions listed are business as usual (BAU) and one-off projects. This is a working document which forms the basis of on-going monitoring and assessment and may be updated within the financial year.

In general, BAU will be managed and monitored in line with set targets, performance indicators, established reporting structures and approved policy.

Projects will be managed according to general project management principles and practice. And are approved by the Senior Management Team (SMT).

## Monitoring and reporting

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Progress against the plan will be reviewed quarterly by the SMT and an update of progress will be published following this review in the Operational Plan Monitoring Report 2024-25.

Achievement and output against individual line items will also be assessed and reported in line with the organisational targets and indicators and measures set out in our Key Documents C7 Performance and Quality Framework 2024-25 and C1 Governance and Quality Assurance Reporting Arrangements .

## Resources

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The Commissioner's budget for 2024-25 is:

|                     | £         | £                |
|---------------------|-----------|------------------|
| Total staff costs   | 2,005,000 |                  |
| Total running costs | 178,000   |                  |
| Total revenue costs |           | 2,396,000        |
| Capital expenditure |           | 17,000           |
| <b>Total</b>        |           | <b>2,413,000</b> |

The following matters have been taken into account when preparing the draft Operational Plan 2024-25:

- how we can achieve strategic priorities in 2024-25 - what can we achieve, how can we deliver strategic priorities
- workforce capacity, planning, deployment and wellbeing
- quality, efficiency, effectiveness and response/s to changing demands
- our resources - workforce, property and digital
- sustainability in our operational work

## Summary of activity

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The majority of activity in relation to regulation of FOI (investigations and publication schemes) is recorded as business as usual (BAU). Only the major activities are shown in this plan. Underpinning this is the day-to-day management of the organisation and its resources, which is not listed in detail.

Functional areas are:

- Human resource management (HRMgt)
- Improving authority practice (IAP)
- Information and records management (IRM)
- Planning and reporting (PlanRep)
- Communications, Engagement and Policy (External) (CEP)
- Regulation and enforcement (RegEnf)
- Resource management (ResMgt)
- Risk management (RiMgt)

The dates in the plan are as firm as they can be at the start of the year, but may change in response to external factors or a change in priorities.

### KEY:

**BAU:** Business as Usual

**Commissioner/SIC** Scottish Information  
Commissioner

**HOCS:** Head of Corporate  
Services

**HOE:** Head of Enforcement

**HOPI:** Head of Policy and  
Information

**SMT** Senior Management  
Team

**Priority:** Statutory, High, Medium,  
Low (relative)

## Human resource management

| BAU |  |           |            |          | Strategic Objective |  |        |            |            |   | Priority | Lead Manager |
|-----|--|-----------|------------|----------|---------------------|--|--------|------------|------------|---|----------|--------------|
|     | Activity   | Frequency | Start Date | End Date | 1                   | 2  | 3      | 4          | 5          | 6 |          |              |
|     |  |           |            |          | 1                   | Learning & Development Plan 2024-25 (internal) | Annual | 01/04/2024 | 31/10/2024 |   |          |              |
| 2   | Apply & monitor Performance & Development Framework    | Ongoing   | 01/04/2024 |          |                     |  |        |            |            | X | H        | HOCS         |
| 3   | Security & Vetting scheme - monitoring and application | Ongoing   | 01/04/2024 |          |                     |  |        |            |            | X | H        | HOCS         |

| Project |                            |            |            |   | Strategic Objective   |            |            |   |   |   | Priority | Lead Manager |
|---------|----------------------------|------------|------------|---|---|------------|------------|---|---|---|----------|--------------|
|         | Activity                   | Start Date | End Date   | 1 | 2   | 3          | 4          | 5 | 6 |   |          |              |
|         |                            |            |            | 1 | Hybrid working – review human resources and pandemic policies and processes | 01/10/2024 | 31/03/2025 |   |   |   |          |              |
| 2       | Workforce Plan - review    | 01/04/2024 | 30/09/2024 |   |   |            |            |   | X | H | SMT      |              |
| 3       | HR data base – replacement | 01/06/2024 | 30/09/2024 |   |   |            |            |   | X | H | HOCS     |              |

## Improving authority practice

| BAU      |  |             |            |                     | Strategic Objective |   |   |   |   |          | Priority     | Lead Manager |
|----------|--|-------------|------------|---------------------|---------------------|---|---|---|---|----------|--------------|--------------|
| Activity | Frequency  | Start Date  | End Date   | Strategic Objective |                     |   |   |   |   | Priority | Lead Manager |              |
|          |  |             |            | 1                   | 2                   | 3 | 4 | 5 | 6 |          |              |              |
| 1        | Prepare, deliver and report on programme of events and learning opportunities (on or offline) for FOI practitioners – prepare, deliver and report on | Ongoing     | 01/04/2024 |                     | X                   | X | X |   |   | X        | H            | HOPI         |
| 2        | Public sector FOI practitioner peer support mechanisms and networks - support and develop  | Ongoing     | 01/04/2024 |                     | X                   | X | X |   |   |          | M            | HOPI         |
| 3        | Prepare and circulate learning points from decisions   | Monthly     | 01/04/2024 |                     | X                   | X | X |   |   | X        | H            | HOE          |
| 4        | Collaborate with/involve authority representatives to inform best practice   | Ongoing     | 01/04/2024 |                     | X                   | X | X |   |   | X        | M            | HOPI         |
| 5        | FOI/EIRs statistics portal data from public authorities - collect, collate and publish   | Quarterly   | 01/04/2024 | X                   |                     | X |   |   |   |          | S/H          | HOPI         |
| 6        | New public authorities - support to prepare for FOI duties   | As required |            |                     | X                   | X | X |   |   |          | H            | HOPI         |
| 7        | Good practice resources, guidance and case studies for authorities – maintain, develop, promote, and report on use                                   | Ongoing     | 01/04/2024 |                     | X                   | X | X | X | X |          | H            | HOPI         |

| Project  |  |            |                     |   | Strategic Objective |   |   |   |          |              | Priority | Lead Manager |
|----------|--|------------|---------------------|---|---------------------|---|---|---|----------|--------------|----------|--------------|
| Activity | Start Date   | End Date   | Strategic Objective |   |                     |   |   |   | Priority | Lead Manager |          |              |
|          |  |            | 1                   | 2 | 3                   | 4 | 5 | 6 |          |              |          |              |
| 1        | Statistics Portal – review and develop new collection and dissemination method.            | 01/04/2024 | 01/09/2024          |   | X                   |   |   |   |          | X            | M        | HOPI         |
| 2        | Research, design and pilot bitesize online webinars for practitioners.                     | 01/04/2024 | 31/03/2025          |   | x                   | x | x |   |          |              | M        | HOPI         |
| 3        | Establish network group for Further/Higher Education                                       | 01/04/2024 | 31/03/2025          |   | x                   | x | x |   |          |              | M        | HOPI         |
| 4        | SIC to engage directly with senior staff of public authorities - roadshows/webinar/podcast | 01/04/2024 | 31/03/2025          | x | x                   | x | x |   |          |              | M        | HOPI         |

## Information and records management

| BAU |  |           |            |          | Strategic Objective |  |         |            |   |   | Priority | Lead Manager   |
|-----|--|-----------|------------|----------|---------------------|--|---------|------------|---|---|----------|----------------|
|     | Activity   | Frequency | Start Date | End Date | 1                   | 2  | 3       | 4          | 5 | 6 |          |                |
|     |  |           |            |          | 1                   | Coordinate on-going Information and Records Management (IRM) controls and procedures and ensure they are applied | Ongoing | 01/04/2024 |   | X |          |                |
| 2   | Maintenance of secure and reliable IT network  | Ongoing   | 01/04/2024 |          |                     |  |         |            |   | X | S/H      | HOCS           |
| 3   | Manage Key Documents as per the Review Programme   | Quarterly | 01/04/2024 |          | X                   | X  | X       |            |   | X | H        | HOCS           |
| 4   | Monitor compliance with data protection legislation and the UK General Data Protection Regulation  | Ongoing   | 01/04/2024 |          |                     |  | X       |            |   | X | S        | HOCS /<br>HOE  |
| 5   | Maintain a compliant publication scheme and guide to information and provide an assurance report to SMT  | Ongoing   | 01/04/2024 |          | X                   |  | X       |            | X | X | H        | HOCS /<br>HOPI |
| 6   | Monitor Commissioner's compliance in responding to all rights requests – compliance with statutory timescales, policy and procedures and quality assurance | Ongoing   | 01/04/2024 |          |                     | X  |         |            |   | X | S        | HOCS           |

| Project |          |            |          |   | Strategic Objective  |            |            |   |   |  | Priority | Lead Manager |
|---------|----------|------------|----------|---|--|------------|------------|---|---|--|----------|--------------|
|         | Activity | Start Date | End Date | 1 | 2  | 3          | 4          | 5 | 6 |  |          |              |
|         |          |            |          | 1 | Information and Records Management (IRM) – consider and recommend way forward as regards review, retention and assurance | 01/10/2024 | 31/03/2025 |   | X |  |          |              |

## Planning and reporting

| BAU |  |                                 |            |            | Strategic Objective |   |        |            |            |   | Priority | Lead Manager |
|-----|--|---------------------------------|------------|------------|---------------------|---|--------|------------|------------|---|----------|--------------|
|     | Activity   | Frequency                       | Start Date | End Date   | 1                   | 2   | 3      | 4          | 5          | 6 |          |              |
|     |  |                                 |            |            | 1                   | AR 2023-24: Accountability Report and Financial Statements - ensure compliance with FReM, SPFM, prepare and obtain approval | Annual | 01/04/2024 | 31/10/2024 |   |          |              |
| 2   | AR 2023-24: Performance Report – ensure compliance with FReM, SPFM prepare and obtain approval | Annual                          | 01/04/2024 | 31/10/2024 |                     |   |        |            |            | X | S        | HOPI         |
| 3   | Operational Plan 2024-25 – monitor and report progress   | Quarterly                       | 01/04/2024 | 31/03/2025 | X                   | X   | X      |            |            | X | H        | SMT          |
| 4   | Governance and Quality Assurance Reporting Arrangements – monitor and report against cycle     | Monthly, Quarterly and Annually | 01/04/2024 | 31/03/2025 | X                   | X   | X      |            |            | X | H        | SMT          |
| 5   | Case Management System (CMS) – reporting (manual and automatic)                                | Monthly, Quarterly and Annually | 01/04/2024 | 31/03/2025 |                     |   |        |            |            | X | M        | HOCS         |
| 6   | Strategic Plan 2024-28 review  | Annual                          | 01/03/2025 | 31/03/2025 | x                   | x   | x      | x          | x          | x | H        | SMT          |

| Project |          |            |          |   | Strategic Objective                |            |            |   |   |  | Priority | Lead Manager |
|---------|----------|------------|----------|---|------------------------------------|------------|------------|---|---|--|----------|--------------|
|         | Activity | Start Date | End Date | 1 | 2                                  | 3          | 4          | 5 | 6 |  |          |              |
|         |          |            |          | 1 | CMS – review of in-house reporting | 01/10/2024 | 31/03/2025 |   |   |  |          |              |



## Communications, Engagement and Policy (External)

| BAU      |  |            |          |          | Strategic Objective |   |   |   |   |   | Priority | Lead Manager |
|----------|--|------------|----------|----------|---------------------|---|---|---|---|---|----------|--------------|
| Activity | Frequency  | Start Date | End Date | 1        | 2                   | 3 | 4 | 5 | 6 |   |          |              |
| 1        | Communications and engagement framework 2021 - 2024 - report on for 2023-24  | Annually   |          |          | X                   | X | X | X | X | X | H        | HOPI         |
| 2        | News media - manage and maintain news media enquiry service and ongoing media engagement   | Ongoing    |          |          | X                   | X | X | X | X | X | M        | HOPI         |
| 3        | News media - manage and maintain media monitoring service  |            | 01/04/24 | 31/03/24 | X                   | X | X | X | X | X | M        | HOPI         |
| 4        | Email newsletters - prepare, promote and circulate regularly and as required   | Bimonthly  |          |          | X                   | X | X | X | X | X | M        | HOPI         |
| 5        | Social media - monitor, maintain and develop in line with Communications Framework/as required   | Ongoing    |          |          | X                   | X | X | X | X | X | M        | HOPI         |
| 6        | Events - support and participate in key relevant conferences/events  | Ongoing    |          |          | X                   | X | X | X | X | X | L/M      | HOPI         |
| 7        | Events - deliver events to promote effective use of FOI rights (such as to civil society, MSPs and media)  | Ongoing    |          |          | X                   |   |   |   |   | X | M        | HOPI         |
| 8        | Website - maintain and promote content, ensuring it is up to date and relevant, accessibility compliance via accessibility statements and reporting progress | Ongoing    |          |          | X                   | X | X | X | X | X | H        | HOPI         |
| 9        | Publication Scheme – review and develop guidance to support proactive publication  |            | 01/04/24 | 31/03/24 | x                   | x | x | x | x | x | M        | HOPI         |
| 10       | BSL Action plan 2024-2028 – implement  |            | 01/04/24 | 31/03/24 | X                   | X | X | X |   | X | S        | SMT          |
| 11       | Annual report 2023-24 - coordinate design and promotion where required   | Annually   | 01/06/24 | 31/10/24 |                     |   |   |   |   | X | H        | HOPI         |
| 12       | Content and communications planning – maintain and implement, delivering communications campaigns on FOI as required   | Ongoing    |          |          | X                   | X | X | X | X | X | M        | HOPI         |
| 13       | FOI Policy monitoring systems and policy positions – maintain as required (includes parliamentary monitoring service)  | Ongoing    |          |          | X                   | X | X | X | X | X | H        | HOPI         |
| 14       | Key stakeholder relationships/ partnerships – maintain, develop and support as required  | Ongoing    |          |          | X                   | X | X | X | X | X | M        | HOPI         |
| 15       | Input to Legislative change and consultations - monitor  | Ongoing    |          |          | X                   | X | X | X | X | X | H        | HOPI         |

|   |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|
| and respond to relevant consultations / inform legislative change processes as required |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|

|          | Project<br>Activity   | Start Date | End Date   | Strategic Objective |  |            |            |   |   | Priority | Lead Manager |
|----------|---|------------|------------|---------------------|--|------------|------------|---|---|----------|--------------|
|          |   |            |            | 1                   | 2  | 3          | 4          | 5 | 6 |          |              |
|          |   |            |            | <b>1</b>            | Review 'Your Right to Know' and related resources, text and approach | 01/04/2024 | 31/03/2026 | X |   |          |              |
| <b>2</b> | Promoting FOI awareness to young people project                   | 01/04/2024 | 30/06/2025 | X                   |  |            |            |   | X | H        | HOPI         |
| <b>3</b> | Improve accessibility of website content (Briefings and Guidance) | Ongoing    |            | X                   | X  | X          | X          | X | X | H        | HOPI         |
| <b>4</b> | Scope promotional events for 20 years of commencement (2025)      | 01/04/2024 | 31/12/2025 | X                   |  |            | X          | X | X | M        | HOPI         |
| <b>5</b> | BSL Plan 2023-2028 – prepare and SMT approval                     | 01/04/2024 | 31/12/2024 | x                   | x  | x          | x          | x | x | H        | HOPI         |

## Regulation and Enforcement

| BAU      |  | Frequency   | Start Date | End Date | Strategic Objective |   |   |   |   |   | Priority | Lead Manager |
|----------|--|-------------|------------|----------|---------------------|---|---|---|---|---|----------|--------------|
| Activity | 1  |             |            |          | 2                   | 3 | 4 | 5 | 6 |   |          |              |
|          |  |             |            |          |                     |   |   |   |   |   |          |              |
| 1        | Ensure Investigations Handbook remains up to date and effective  | Ongoing     |            |          |                     | X |   |   |   | X | S/H      | HOE          |
| 2        | Investigation targets and Key Performance Indicators - monitor and review to ensure appropriate and fit for purpose  | Monthly     |            |          |                     |   |   |   | X | X | H        | HOE          |
| 3        | Interventions - monitor intervention intelligence, record non-compliance and report to quarterly intervention meeting, enabling action in line with procedures and as resources permit<br>Interventions - report on intervention performance and publish updates on intervention activity and lessons learned – dissemination of learning more widely. | Quarterly   |            |          |                     | X | X | X |   |   | S        | HOPI         |
| 4        | Publication schemes - manage and monitor notifications from new authorities re: compliance with publication scheme duty  | As required |            |          |                     |   | X |   | X |   | S        | HOPI         |
| 5        | Maintain a list of bodies suitable for consideration for inclusion in Schedule 1 of FOISA or for designation under Section 5 and report on proposed list to be submitted to the Scottish Ministers   | Ongoing     |            |          |                     | X | X |   |   | X | S        | HOPI         |
| 6        | Circulate internal Decisions Round-Up  | Monthly     |            |          | X                   | X |   |   |   | X | H        | HOE          |

| Project  |   | Start Date | End Date   | Strategic Objective |   |   |   |   |   | Priority | Lead Manager |
|----------|---|------------|------------|---------------------|---|---|---|---|---|----------|--------------|
| Activity | 1   |            |            | 2                   | 3 | 4 | 5 | 6 |   |          |              |
|          |   |            |            |                     |   |   |   |   |   |          |              |
| 1        | Monitor, review and adapt Project Blue strategy report to Parliament                                | 01/01/2024 | 30/04/2025 |                     |   |   | X |   |   | H        | HOE          |
| 2        | Scottish Government intervention - assessment and report to Parliament                              | 01/02/2024 | 30/04/2025 |                     | X |   |   | X |   | H        | HOPI         |
| 3        | Scottish Government intervention (non-corporate messaging tools) – issue report and recommendations | 02/02/2024 | 30/12/2024 | x                   | x | x | x | x | x | H        | HOPI         |
| 4        | Develop non-corporate messaging tools guidance  | 02/02/2024 | 31/03/2025 | x                   | x | x | x | x | x | H        | HOPI         |

## Resource management

| BAU      |  |            |            |                     | Strategic Objective |   |   |   |   |          | Priority     | Lead Manager |
|----------|--|------------|------------|---------------------|---------------------|---|---|---|---|----------|--------------|--------------|
| Activity | Frequency  | Start Date | End Date   | Strategic Objective |                     |   |   |   |   | Priority | Lead Manager |              |
|          |  |            |            | 1                   | 2                   | 3 | 4 | 5 | 6 |          |              |              |
| 1        | Set and profile budget for 2025-26                     | Annual     | 01/08/2024 | 31/10/2024          | X                   | X | X |   | X |          | H            | HOCS         |
| 2        | Budget monitoring and control – 2024-25                | Quarterly  | 01/04/2024 | 31/03/2025          | X                   | X | X |   | X |          | H            | HOCS         |
| 3        | Maintenance of premises                                | Ongoing    |            |                     |                     |   |   |   | X |          | H            | HOCS         |
| 4        | Contracts – procurement and management                 | Ongoing    |            |                     |                     |   |   |   | X |          | H            | SMT          |
| 5        | Cyber resilience – monitor and implement work required | Ongoing    |            |                     |                     |   |   |   | X |          | H            | HOCS         |

| Project  |   |            |                     |   | Strategic Objective |   |   |   |          |              | Priority | Lead Manager |
|----------|---|------------|---------------------|---|---------------------|---|---|---|----------|--------------|----------|--------------|
| Activity | Start Date  | End Date   | Strategic Objective |   |                     |   |   |   | Priority | Lead Manager |          |              |
|          |   |            | 1                   | 2 | 3                   | 4 | 5 | 6 |          |              |          |              |
| 1        | Telephone system/s – office premises and hybrid working – scope operational, technical and resource requirements and implement change | 01/10/2024 | 31/02/2025          |   |                     |   |   |   | X        |              | H        | HOCS         |
| 2        | Budget setting 2025-26  | 01/08/2024 | 31/03/2025          |   |                     |   |   |   | X        |              | H        | SMT          |
| 3        | Cloud computing - scope and implement   | 01/12/2023 | 31/03/2025          |   |                     |   |   |   | X        |              | M        | HOCS         |
| 4        | Cleaning Services Contract – review of arrangements and procurement of contract   | 01/10/2024 | 31/01/2025          |   |                     |   |   |   | X        |              | H        | HOCS         |
| 5        | Review existing budget monitoring and forecasting processes   | 01/10/2024 | 31/03/2025          |   |                     |   |   |   | X        |              | H        | HOCS         |

## Risk management

| BAU      |   |            |            |            | Strategic Objective |   |   |   |   |   | Priority | Lead Manager |
|----------|---|------------|------------|------------|---------------------|---|---|---|---|---|----------|--------------|
| Activity | Frequency   | Start Date | End Date   |            |                     |   |   |   |   |   |          |              |
|          |   |            |            | 1          | 2                   | 3 | 4 | 5 | 6 |   |          |              |
| 1        | Review and update operational risk  | Monthly    | 01/04/2024 | 31/03/2025 | X                   | X | X |   | X | X | H        | SMT          |
| 2        | Review and update strategic risk  | Quarterly  | 01/04/2024 | 31/03/2025 | X                   | X | X |   | X | X | H        | SMT          |
| 3        | Internal Audit Plan 2023-24 to 2025-26 – review and update                              | Annual     | 01/04/2024 | 30/09/2024 |                     |   | X |   | X | X | H        | HOCS         |
| 4        | Health and safety – ongoing monitoring and reporting                                    | Ongoing    |            |            |                     |   |   |   | X |   | H        | HOCS         |
| 5        | Health and safety audit   | Annual     | 01/03/2025 | 31/03/2025 |                     |   |   |   | X |   | H        | HOCS         |
| 6        | AAB – reports on external and internal audits, risk policy and review of strategic risk | Annual     | 01/08/2024 | 30/09/2024 | X                   | X | X |   | X | X | H        | HOCS         |

| Project  |  |            |            |   | Strategic Objective |   |   |   |  |   | Priority | Lead Manager |
|----------|--|------------|------------|---|---------------------|---|---|---|--|---|----------|--------------|
| Activity | Start Date   | End Date   |            |   |                     |   |   |   |  |   |          |              |
|          |  |            | 1          | 2 | 3                   | 4 | 5 | 6 |  |   |          |              |
| 1        | Business Continuity Plan, including cyber resilience arrangements - review and testing | 01/01/2024 | 30/09/2025 |   |                     |   |   | X |  | H | HOCS     |              |

## Document Control Sheet

| Document Information   |                                     |
|--|-------------------------------------|
| Full name of current version: Class, Title, Version No and Status. <i>E.g. C1 MOU Between the SIC and the IC v01</i> | C1 Operational Plan 2024-25 CURRENT |
| VC No.   | 214622                              |
| Type   | Plan                                |
| Approver   | SMT                                 |
| Responsible Manager  | HOCS                                |
| Date of next planned review  | Annual                              |
|  |                                     |
| Approval Date of current major version   | 06/09/2024                          |
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| Date published   | 31/10/2024                          |
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| Technical Changes / Unplanned or Ad hoc reviews (see Summary of changes below for details)                           |                                     |
| Last updated   | 31/10/2024                          |

| Summary of changes to document |                                |  |  |   |
|--------------------------------|--------------------------------|--|--|---|
| Date                           | Action by<br><i>(initials)</i> | Version updated<br><i>(e.g. v01.25-36)</i> | New version number<br><i>(e.g. v01.27, or 02.03)</i> | Brief description<br><i>(e.g. updated paras 1-8, updated HOPI to HOCS, reviewed whole section on PI test, whole document updated, corrected typos, reformatted to new branding)</i> |
| 13/09/2024                     | LB                             | 01.00                                      | 01.02  | New document created following approval of draft  |
| 30/10/2024                     | LB                             | 01.02                                      | 01.05  | Document VI's for publishing  |
|                                |                                |  |  |   |
|                                |                                |  |  |   |
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**Scottish Information Commissioner**

Kinburn Castle  
Doubledykes Road  
St Andrews, Fife  
KY16 9DS

t 01334 464610  
enquiries@foi.scot

**[www.foi.scot](http://www.foi.scot)**

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