

The Aberdeen Management Centre Ltd Publication Scheme  
A wholly publicly owned subsidiary company of the Robert Gordon University.

## **Guide to Information available through the Model Publication Scheme 2019**

### **Introduction to the Guide to Information**

The Freedom of Information (Scotland) Act 2002 (FOISA) requires that all Scottish public authorities make certain types of information routinely available, and provide a guide to information telling the public how to access the information and what it might cost.

This guide to information also contains details of the environmental information that we routinely make available under the Environmental Information (Scotland) Regulations 2004 (EIRs).

The The Aberdeen Management Centre Ltd, as a wholly owned subsidiary company of the Robert Gordon University, has adopted the Model Publication Scheme 2018 produced by the Scottish Information Commissioner, who is responsible for enforcing FOISA. You can see this scheme on the Commissioner's website at:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx>

This will be reviewed on an annual basis, or sooner as required.

We have made a commitment to publish all information which we hold which falls within the classes of information in the scheme. This guide to information describes the information which we publish in accordance with the scheme, and how you can access this information.

We are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:

- Information about the company
- How we deliver our functions and services
- How we take decisions and what we have decided
- What we spend and how we spend it
- How we manage our human, physical and information resources
- How we procure goods and services from external providers
- How we are performing
- Our commercial publications
- Our open data

### **Availability and formats**

Our guide to information provides details of the information available under the scheme, along with additional guidance on how information can be accessed. If the information you are seeking is not available under this publication scheme, then you may wish to request it. Information requests

should be made in writing with the name of the applicant and a description of the information required. In line with requirements under the Freedom of Information (Scotland) Act 2002, all information requests will be fulfilled as quickly as possible, with 20 working days being the maximum time.

To request information in an alternative format or for assistance with any aspect of this publication scheme please contact:

Information Governance  
Robert Gordon University  
Aberdeen  
AB10 7QB  
[foi@rgu.ac.uk](mailto:foi@rgu.ac.uk)  
01224 26 2076

### **Exempt Information**

We will publish the information we hold that falls within the classes of information below.

If a document contains information that we may legitimately wish to exempt from disclosure under an appropriate section of Scotland's freedom of information laws (for example sensitive person information or a trade secret), we may remove or redact the information before publication but we will inform you that we have done so and provide an explanation of why the information is withheld. The Scottish Information Commissioner's guidance on information that may be exempt from publication is available here:

<http://www.itspublicknowledge.info/Law/FOISA-EIRsGuidance/Briefings.aspx>

If you wish to complain about any information which has been withheld from you, please refer to the contact details below.

### **Copyright**

Where The Aberdeen Management Centre Ltd holds the copyright in its published information, this information cannot be copied or reproduced without formal permission. Such permission will usually be granted provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified and the copyright status acknowledged.

The publication scheme may contain information where the copyright holder is not The Aberdeen Management Centre Ltd. In most cases the copyright holder will be obvious from the documents. However, in cases where the copyright is unclear, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this guide will indicate where we do not own the copyright on documents.

Information about Crown copyright material is available on the website of the Queen's Printer for Scotland at [www.oqps.gov.uk](http://www.oqps.gov.uk). We can provide you with a copy of this information if you do not have internet access

## **Our Charging Policy**

Wherever possible, information contained within our guide is available from us **free of charge** where it can be downloaded from our website or where it can be sent to you electronically by email.

The Aberdeen Management Centre Ltd reserves the right to charge for providing information by USB, photocopying, and postage and packaging.

Charges will reflect the actual costs of reproduction and postage to the company, as set out below. If you request information for which there is a charge, we will inform you and explain how it has been calculated. Information will not be provided to you until payment has been received.

## **Postage cost**

We will pass on postage charges to the requester at the cost to the company of sending the information by first class post.

## **Information not included**

Anyone has the right to make a request for information and is entitled to receive it, as long as the information does not fall into one of the exempt categories. The request can be made by an individual or organisation.

Requests should be made through a freedom of information or environmental information request. Full details of how to do this are available at:

<https://www3.rgu.ac.uk/about/planning-and-policy/information-governance/freedom-of-information>

## **Complaints**

You are entitled to complain if we do not deal with your request adequately. If you feel that, for example:

- We have been slow in dealing with your request;
- That the information supplied is inadequate;
- The exemptions that we have applied are not relevant in your case;
- or
- The fee charged is not proportionate.

You are entitled to a formal review. In the first instance, contact the university's Information Governance Officer at [foi@rgu.ac.uk](mailto:foi@rgu.ac.uk).

If you are dissatisfied with the outcome of your complaint, you can contact the Scottish Information Commissioner, who oversees the Freedom of Information (Scotland) Act 2002:

Scottish Information Commissioner

Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS  
T: 01334 464 610  
E: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

### **Duration**

Once published, information will generally be available for the current and previous two years.

### **Contact us**

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

The company's registered address is:  
The Aberdeen Management Centre Ltd  
Central Services Building  
Garthdee Road  
Aberdeen  
AB10 7QB

Information Governance  
Robert Gordon University  
Aberdeen  
AB10 7QB  
[foi@rgu.ac.uk](mailto:foi@rgu.ac.uk)  
01224 26 2076

## Classes of information

Please note that this is a subsidiary company of the Robert Gordon University and as such the activities of the company are limited. This is reflected in the available information detailed below.

<b>CLASS 1: ABOUT THE ORGANISATION</b>		
<b>Class description:</b> Information about The Aberdeen Management Centre Ltd, who we are, where to find us, how we are managed and our external relations.		
<b>The information we publish under this class</b>	<b>How to access it</b>	<b>Further info</b>
Information that the company is required, by statute, to submit to Companies House	Annual Report and Accounts – available on request from the address above or online from Companies House: <a href="https://www.gov.uk/get-information-about-a-company">https://www.gov.uk/get-information-about-a-company</a> You may also contact the university information governance officer at <a href="mailto:foi@rgu.ac.uk">foi@rgu.ac.uk</a> for further information.	Companies House may levy a charge for access to this information. Please see <a href="https://www.gov.uk/get-information-about-a-company">https://www.gov.uk/get-information-about-a-company</a>

<b>CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES</b>		
<b>Class description:</b> Information about our work, our strategy and policies for delivering functions and services and information for our service users.		
<b>The information we publish under this class</b>	<b>How to access it</b>	<b>Further info</b>
No information held under this class (dormant company)	N/A	N/A

<b>CLASS 3: HOW WE TAKE DECISIONS AND WHAT IS DECIDED</b>		
<b>Class description:</b> Information about the decisions we take and how we involve others.		
<b>The information we publish under this class</b>	<b>How to access it</b>	<b>Further info</b>
No information held under this class (dormant company)	N/A	N/A

<b>CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT</b>		
<b>Class description:</b> 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).		
<b>The information we publish under this class</b>	<b>How to access it</b>	<b>Further info</b>
No information held under this class (dormant company)	N/A	N/A

<b>CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES</b>		
<b>Class description:</b> Information about how we manage our human, physical and information resources.		
<b>The information we publish under this class</b>	<b>How to access it</b>	<b>Further info</b>
No information held under this class (dormant company)	N/A	N/A

<b>CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS</b>		
<b>Class description:</b> Information about how we procure goods and services, and our contracts with external providers.		
<b>The information we publish under this class</b>	<b>How to access it</b>	<b>Further info</b>
No information held under this class (dormant company)	N/A	N/A

<b>CLASS 7: HOW WE ARE PERFORMING</b>		
<b>Class description:</b> Information about how we perform as an organisation, and how well we deliver our functions and services.		
<b>The information we publish under this class</b>	<b>How to access it</b>	<b>Further info</b>
No information held under this class (dormant company)	N/A	N/A

**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.

**The information we publish under this class****How to access it****Further info**

No information held under this class (dormant company)

N/A

N/A

**CLASS 9: OUR OPEN DATA****Class description:**

Open data made available by us and available under an open license.

**The information we publish under this class****How to access it****Further info**

No information held under this class (dormant company)

N/A

N/A