



## FREEDOM OF INFORMATION

### DOCUMENT VERSION CONTROL – GOVERNANCE SCHEME

Date	Author	Version	Status	Reason for Change
Oct 2006	SEStran	1.0	Policy created	Implementation
Oct 2017	SEStran	1.1	Adoption of version control	Implementation

**Upcoming Review: May 2018**

## **FREEDOM OF SPEECH**

This policy introduces and accompanies the Freedom of Information Publication Scheme of the South East of Scotland Transport Partnership (SEStran), as required by the Freedom of Information (Scotland) Act 2002 ("the Act").

SEStran will comply with the Act and sees it as an opportunity to build and maintain public trust and confidence in SEStran. The Publication Scheme supports SEStran's policy to make public the facts and the analysis of the facts which SEStran considers relevant and important in framing its policies, proposals and decisions.

The Scheme describes the information that SEStran publishes, in what form it is published, and details of any charges for providing access to the information.

The Scheme has been designed to be as inclusive as possible and to be flexible to allow for future expansion and / or revision.

Responsibility for the Scheme lies with the Partnership Director of SEStran whose contact details are shown below.

Requests for information under the Scheme must be made in writing or in another permanent form, for example, voicemail or video or audio tape. Requests must state the name and address of the applicant and describe what information is required. There is no need to cite the Act or explain why information is being asked for.

If you are dissatisfied at any time with the way a request for information under the Scheme has been dealt with, you may request a formal review by SEStran, or you can appeal to the Scottish Information Commissioner.

## **FURTHER INFORMATION**

For further information about the Publication Scheme or to make a request for information, please contact:

Partnership Director  
SEStran  
Area 3D (Bridge)  
Victoria Quay  
Edinburgh  
EH6 6QQ

Telephone: 0131 524 5150  
E-mail: [enquiries@sestran.gov.uk](mailto:enquiries@sestran.gov.uk)  
Website: <http://www.sestran.gov.uk/>

For further information about Freedom of Information, please contact:

Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

Telephone: 01334 464610  
Fax: 01334 464611  
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Website: <http://www.itspublicknowledge.info>

### **Review**

This document will be reviewed every two years by SEStran.