



REQUESTING INFORMATION FROM THE RSAMD

Introduction

So far as is possible, RSAMD wishes to provide students, staff and members of the public with any information they need that is held by the Academy. RSAMD is committed to promoting public understanding of its nature and activities via the systematic publication of all relevant information, and will make every effort to provide, where practical and permissible, additional information to members of the public in cases where routinely published information does not provide them with the information they require.

Under the terms of the Freedom of Information Act (Scotland) 2002, individuals have rights in regard to obtaining information held by RSAMD.

Requesting information

Under the terms of the Freedom of Information Act (Scotland) 2002 you are allowed to ask the Academy to provide you with any information held by the Academy. For example, you may wish to see the minutes of a particular meeting, or obtain standard information about student numbers.

The RSAMD already makes public large quantities of the information that it holds and a description of all that we publish is available at www.rsamd.ac.uk/foi/index.htm or from the Academy's Information Officer.

Before submitting any request you are advised to check the Academy's Publication Scheme to determine whether the information you require is already available.

If you wish to make an enquiry about data held by RSAMD and which does not seem to be already available, then please either write directly to the Academy's Information Officer, or complete the form titled "Request for Information" (attached). The form is available from all departments and the main Reception Desk as well as on the Publication Scheme on the RSAMD website. When completed the form should be returned to the Academy's Information Officer.

When we receive your request we shall instigate a search for the information you need. If we cannot determine exactly what information you require, we shall contact you as soon as possible to clarify your request. If we already publish the information you require, we shall send you details of how to find the information.

In all other cases, the information you need will be located and provided to you in your preferred format. Please note, however, that some information may be exempt from your access: should that be the case, we will provide what information we can and also provide reasons why other information has not been released to you. In that case we will also provide you with information on how you may appeal against our decision should you wish.

Please also note that we may need to charge a fee to cover the costs of our search and any copying: until a fee is received, the information you require will not be released to you.

If you need any advice on your request, or you are unhappy with our response, please write or email the Information Officer at the address shown below.

Information Officer
RSAMD
100 Renfrew Street
Glasgow
G2 3DB