

# **Environmental Standards Scotland (ESS)**

## **Access to Information**

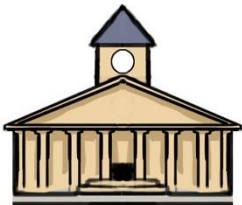
**Easy Read version**



# Who are we?



We are Environmental Standards Scotland (ESS). It is our job to make sure public authorities are following environmental laws. It is also our job to make sure that these laws are working well.



Public authorities are people or organisations that work for the public. These include:

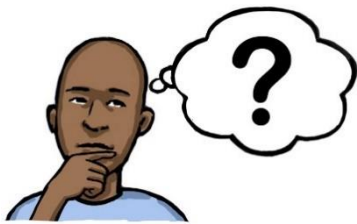
- the Scottish Government
- government departments
- local councils
- the Scottish Environment Protection Agency
- NatureScot



Environmental laws are any laws meant to protect the environment from threats. These include:

- air pollution
- water pollution
- danger to wildlife
- climate change

# Making an information request



You might want information that we have not published. You can ask for this.



There are 2 laws for accessing information we have:

- Freedom of Information (Scotland) Act 2002
- Environmental Information (Scotland) Regulations 2004



We want to be as open as possible. But sometimes we will not make some information available.

Name \_\_\_\_\_  
Phone \_\_\_\_\_

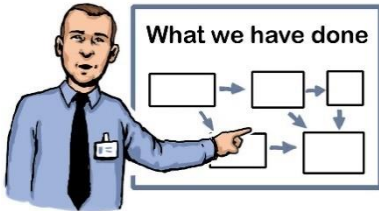


This can include:

- personal information
- information that is about to be published
- private information about some businesses
- information about national security



We may still share this information if it benefits the public.



We will always explain our reasons if we do not publish information.

## **Freedom of information or environmental information regulation requests (FOI or EIR)**



For non-personal information, please email  
[FOI@environmentalstandards.scot](mailto:FOI@environmentalstandards.scot)



Please include your name and as much detail as possible about the information you want.



For guidance on how to ask, please see the Scottish Information Commissioner's website:

[Freedom of Information At A Glance](#) / [How Do I Ask?](#) / [Tips For Requesters](#)



We will reply and answer within 20 working days.



This will not normally cost you money. But if your request will cost over £600 we may refuse. We will tell you how your request can be changed so it costs less.



We may also charge if you ask for paper copies of the information.

## Subject access request



The law says you have a right to see information about yourself by making a Subject Access Request.



To do this, please download and complete a [Subject Access Request](#) and email it to [dataprotection@environmentalstandards.scot](mailto:dataprotection@environmentalstandards.scot).

## The information we publish

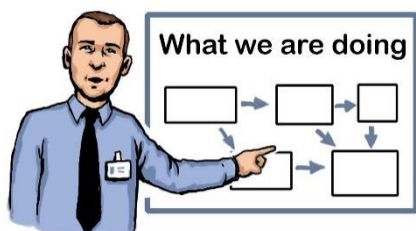


We follow the Scottish Information Commissioner's rules on publishing information. We share information of the following kinds:



### 1: About the authority

Information about us, who we are, what we do, where to find us, and how to contact us.



### 2: How we deliver services

Information about our work, our policies to deliver services and information for our service users.



### 3: How we take decisions and what we have decided

Information about the decisions we take, how we make them and how we involve others.



#### **4: What we spend and how we spend it**

Information about how we plan and manage money. Financial information will be published in our annual report and accounts.



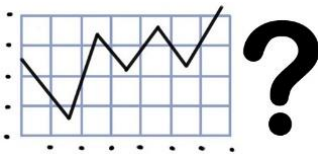
#### **5: How we manage our resources.**

Information about our staff and the staff handbook are available on request.



#### **6: How we buy goods and services**

We have a policy that explains how we buy goods and services from other providers. This is available on request.



#### **7: How we are doing**

Information about how we are doing as an organisation and how well we deliver our services.



#### **8: Our commercial publications**

Information that we publish for sale and sold in bookshops, museums or journals. We do not sell any information this way at the moment.



## **9: Our data**

The data we make available in line with the Scottish Government's policy. This is general information about us that is easily available and can be used by anyone.