



The Scottish Parliament
Pàrlamaid na h-Alba

Information Management and Governance
Scottish Parliament
Edinburgh
EH99 1SP

foi.officer@parliament.scot

10 July 2023

Dear Requester,

REQUEST FOR INFORMATION: 2023-689453

We acknowledge your request for the following information:

“I would like to make an FOI request for a copy of the diary of Douglas Ross MSP's parliamentary and political schedule for the period between 05/06/23 and 16/06/23 (inclusive). I would like the information in an Excel spreadsheet format, with a column each for the date, time, title, and any recorded details of the events in the diary - as well as the date on which each event was first added to the diary (if this exists). Please also include a note indicating if an event was canceled or postponed.”

Your request was received on 15 June 2023 and has been handled in accordance with the Freedom of Information (Scotland) Act 2002 (FOI(S)A).

The information you requested is not held by the Scottish Parliament and therefore we cannot provide it to you. The reason for this is that we do not hold a diary of the Member's parliamentary and political schedule as we have no business need to collect or collate this information.

You may wish to contact the Member's office for this information. Please note, however, that MSPs are not subject to FOI(S)A which means that they are not required to reply to the request.

The Scottish Parliamentary Corporate Body (SPCB) is responsible for ensuring that the Parliament is provided with the property, services and staff it requires and for providing support to MSPs to enable them to carry out their parliamentary duties. Any information which the SPCB has access to as a consequence of providing these services is held on behalf of the Member which is the position in relation to this request. Where information is held by the SPCB on behalf of the Convener we rely on the terms of section 3(2)(a)(i) of FOI(S)A, which provides that where a public authority has information in its

possession which is 'held' on behalf of another person, the information is not held by the authority. You can access section 3 of FOI(S)A at the following link: [Freedom of Information \(Scotland\) Act 2002 \(legislation.gov.uk\)](https://legislation.gov.uk)

You can also access the briefing document on information not held that is provided by the Scottish Information Commissioner at the following link: [BriefingSection17Informationnotheld.pdf \(itspublicknowledge.info\)](https://itspublicknowledge.info)

Accordingly, the SPCB does not hold information which is the subject matter of your request. In line with the technical requirements of FOI(S)A we have provided a notice advising that the information you have requested is not held by the Scottish Parliament.

In keeping with our FOI procedures, this information may also be posted on the Parliament's disclosure log (usually within 24 hours). For further details on the Parliament's Disclosure Log and the information released under FOI, visit: [FOI Request Disclosure Log | Scottish Parliament Website](#)

The supply of information under FOI does not constitute permission for its use in a way that would infringe copyright
<https://www.parliament.scot/about/copyright>

We would welcome feedback or comment on how we handled your request. Please feel free to contact the Head of Information Governance at foi.officer@parliament.scot

Please find below Annex A, which explains how we handle FOI requests and reviews.

We are currently working remotely and so would ask you to contact us by email at foi.officer@parliament.scot

Yours sincerely,

Robin Davidson
Head of Information Governance

REQUESTS MADE UNDER THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

How we handle FOI requests

Information on how we handle FOI requests is available on the Parliament's website at:

[Privacy notice: Information rights: Freedom of Information request handling | Scottish Parliament Website](#)

Alternatively, please contact the Public Information & Resources Team to request a copy.

<https://www.parliament.scot/contact-us>

Review

If you are dissatisfied with the way in which we have dealt with your request for information, you can ask us to review our decision and actions. You must do this in writing (or other permanent form) within 40 working days of the date of this letter, stating the reasons for your dissatisfaction, and we will respond within 20 working days of receipt. A request for a review should be made to the Head of Information Governance:

Post: Head of Information Governance
The Scottish Parliament
Edinburgh
EH99 1SP
Telephone: 0131 348 5281

We welcome calls using the Text Relay service or in British Sign Language through [contactSCOTLAND-BSL](#).

E-mail: foi.officer@parliament.scot

Application to the Scottish Information Commissioner

If, on the outcome of any review, you are still dissatisfied, or if we are unable to resolve any other complaint, then you can contact the Scottish Information Commissioner:

Post: The Office of the Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Email: enquiries@itspublicknowledge.info

Telephone: 01334 464610

Website: www.itspublicknowledge.info

A decision by the Scottish Information Commissioner may be appealed on a point of law to the Court of Session.

Copyright in relation to information provided

The supply of information under FOI does not constitute permission for its use in a way that would infringe copyright. Where relevant you should obtain permission from the copyright holder before any such use.

Feedback or comment

We would welcome feedback or comment on how we handled your request. Please contact the Head of Information Governance.

Data Protection

If you wish to find out more about how we use your personal data then you can access our Privacy Notice at the following link:

[Privacy notice: Information rights: Freedom of Information request handling | Scottish Parliament Website](#)

Complaints

If you are dissatisfied with the way in which we dealt with your enquiry, then you may wish to raise the matter with Public Information and Resources.

How to contact us

Post: The Scottish Parliament
 Edinburgh
 EH99 1SP

Telephone: 0131 348 5000
 0800 092 7500 (Public Enquiries)
 0131 348 5395 (Gàidhlig)

We also welcome calls using the Text Relay service or in British Sign Language through [contactSCOTLAND-BSL](#).

E-mail: info@parliament.scot