



# Freedom of Information – A Summary of your rights

## Introduction

Glasgow City Integration Joint Board has been established to provide for the integration of health and social care. The Board is a Scottish public body separate from the Health Board and the City Council, but closely aligned to them. If you want information about the Health Board or the Council you should contact them direct (contact information is at the end of this leaflet). It is only information that is held by the Integration Board that we can assist with.

The Freedom of Information (Scotland) Act 2002 requires public bodies in Scotland to make information publicly available.

Information about the range of information available from us which we routinely publish is set out in our Publication Scheme. You can download the Publication Scheme by clicking on the link below. It explains how you can access information.

[Link to Publication Scheme](#)

If the information you require is not listed in our Publication Scheme you can still ask us for the information.

Your request must be made in writing or another permanent form, such as email or by Fax. You should include your full name and an address for correspondence. This may be an e-mail address. If possible please also include your telephone number in case we need to contact you about your request. Your request should state as clearly as possible the information you want to receive, including any date ranges.

You can make a request in one of the following ways:

**By Email:** [Partnerships.FOI@ggc.scot.nhs.uk](mailto:Partnerships.FOI@ggc.scot.nhs.uk)

**By Post.** Write to:

Business Administration (Freedom of Information)  
Glasgow City Integration Joint Board  
Commonwealth House  
32 Albion Street  
Glasgow  
G1 1LH

**By Fax:** 0141 287 0492

If you need help in making your request or, need more information about your rights under freedom of information legislation, then please telephone 0141 287 0394 so that we can assist you.

## Environmental information

Access to environmental information is governed by the Environmental Information (Scotland) Regulations 2004. Although these Regulations are slightly different from the FOI Act in Scotland, they are applied in much the same way and relate to information concerning the environment including land, air, noise, energy, waste and many other aspects of the state of the natural and built environment.

## What are Your Rights?

The Freedom of Information (Scotland) Act 2002 (and the associated Environmental Regulations) aims to increase openness and accountability in government and across the public sector by making sure that people have the ability to access information held by Scottish public bodies. These therefore apply to all recorded information held by Glasgow City Integration Joint Board (with the exception of personal information).

Anyone can make a request for information held by a Scottish public authority and, unless there are specific exemptions which we decide should apply to release of the information, this information should normally be provided to you within 20 working days.

If you are dissatisfied with the response you receive from us, or with the way that we have dealt with your request, then you have a right to ask us to review this. We have a formal procedure that we will follow in such cases, after which we will write to you to let you know the outcome.

Once you have received the outcome of the review, if you are still dissatisfied you then have the right to appeal to the Scottish Information Commissioner who will decide if further investigation is necessary.

## Useful Contacts

**Scottish Information Commissioner**, Kinburn Castle, Doubledykes Road,  
St Andrews, Fife KY16 9DS  
Telephone: 01334 464610 Fax: 01334 464611  
E-mail: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

Scottish Information Commissioner Publication [Your Right to Know](#)

### **Glasgow City Council freedom of information contact**

Glasgow City Council, Freedom of Information, City Chambers, George Square Glasgow  
G2 1DU

Telephone: 0141 287 1055 · E-mail [foi@glasgow.gov.uk](mailto:foi@glasgow.gov.uk)

### **NHS Greater Glasgow & Clyde freedom of Information contact**

FoI Manager, NHS Greater Glasgow & Clyde, JB Russell House, Gartnavel Royal  
Hospital Complex, 1055 Great Western Road, Glasgow, G12 0XH  
Telephone 0141 201 4461. E-mail [foi@ggc.scot.nhs.uk](mailto:foi@ggc.scot.nhs.uk)