

# Environmental Information Regulations Policy

November 2017

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## Version Control History

<b>Version Number</b>	<b>Date of Change</b>	<b>Summary of Revisions Made</b>
2	July 2015	Scheduled revision – no changes made.
2.1	July 2016	Footer updated to reflect new template model Role Title Changed: International and Corporate Services Director; Head of Quality.
2.2	11/10/17	Minor addition in Section 7 linking to Scottish Government's code of practice.
2.3	December 2018	Role change to Quality Manager. Updated footer.

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WHEN PRINTED

# Environmental Information Regulations Policy

## 1 Purpose

The Environmental Information (Scotland) Regulations 2004 ("the regulations") provide individuals with rights to obtain environmental information from Scottish public bodies. The College holds environmental information and must proactively disseminate it, and respond to requests from the public.

This policy is designed to provide the framework to enable the public to understand the responsibilities of the College in relation to those legal rights.

## 2 Scope

This policy applies to all environmental information as defined by the regulations which is held by the College. The following is a (non comprehensive) list of examples of environmental information:

- Emissions from buildings.
- Waste disposal policy and methods.
- Construction materials used in new buildings.
- Measurement of the College carbon footprint.

## 3 Definitions

### Environmental Information

- a The state of the elements of the environment, such as air and atmosphere, water, soil, land, landscape and natural sites including wetlands, coastal and marine areas, biological diversity and its components, including genetically modified organisms, and the interaction among these elements;
- b Factors, such as substances, energy, noise, radiation or waste, including radioactive waste, emissions, discharges and other releases into the environment, affecting or likely to affect the elements of the environment referred to in paragraph **a**;
- c Measures (including administrative measures), such as policies, legislation, plans, programmes, environmental agreements, and activities affecting or likely to affect the elements and factors referred to in paragraphs **a** and **b** as well as measures or activities designed to protect those elements;
- d Reports on the implementation of environmental legislation;
- e Costs benefit and other economic analyses and assumptions used within the framework of the measures and activities referred to in paragraph **c**; and
- f The state of human health and safety, including the contamination of the food chain, where relevant, conditions of human life, cultural sites and built structures inasmuch as they are or may be affected by the state of the elements of the environment referred to in paragraph **a** or, through those elements, by any of the matters referred to in paragraphs **b** and **c**.  
(Definition by Scottish Information Commissioner)

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**Title:** Environmental Information Regulations Policy

**Version/Status:** 2.3, Final

**Approved By/Date:** CMT/10/2017

**Effective Publication Date:** November 2017

**Owner:** Chief Operating Officer

**Lead Author:** TBC

**Review Timing/Date:** 2 Years/2019/20

## 4 Key Principles

- The College will actively disseminate environmental information.
- The College will make environmental information available to any member of the public who asks for it, unless an exemption applies.
- The College will offer advice to anyone who has made, or wishes to make a request for information.
- The College will refuse requests for environmental information only in accordance with the limited exceptions available, giving reasons and details of the mechanisms for review and appeal (regulations 10, 11, 13, 16 and 17). For more information, see the Scottish Information Commissioner website: <http://www.itspublicknowledge.info/Law/EIRs/EIRsExceptions.asp>
- The College will transfer requests for environmental information if they do not hold the information but believe another authority does.
- The College will, where requested, carry out a review of a decision not to make environmental information available.
- Information for staff about the regulations will be posted on the College website.

## 5 Responsibilities

The Chief Operating Officer has overall responsibility for this policy.

The Transition Project Co-ordinator will be responsible for developing the Policy with relevant managers, and will be responsible for promoting, implementation, maintaining and monitoring records management for environmental information regulations in conjunction with academic and support staff.

The Transition Project Co-ordinator with the assistance of other managers will:

- Ensure records are held on the most appropriate medium.
- Transfer records to the Archive if appropriate.
- Identify those records that are vital to the operation of the College, and ensure they are preserved appropriately.
- Preserve appropriately those records identified as worthy of permanent preservation.
- Review records that have reached their retention period (for guidance, see the Records Management Policy).
- Confidentially destroy with appropriate documentation those records that have reached the end of their retention period.

All College employees will be responsible for creating and maintaining records in relation to their work that are authentic and reliable.

"Quality approval check of the policy is the responsibility of the Quality Manager who will arrange for the policy to be posted on the intranet."

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## 6 **Linked Policies/Related Documents**

Freedom of Information Model Publication Scheme

Data Protection Policy

Records Management Policy

## 7 **Relevant Legislation (weblinks)**

Environmental Information Regulations 2004

Freedom of Information (Scotland) Act 2002

Section 60 Code of Practice

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