

UPDATE FROM THE SCOTTISH INFORMATION COMMISSIONER

Sent by email to FOI contacts at all Scottish public authorities

30 JUNE 2020

Statistical submissions for 1 April – 30 June 2020: Guidance and supplementary questions

The deadline for the submission of FOI and EIR statistics covering the period between 1 April and 30 June 2020 is **7 August 2020**.

This submission includes the period between 7 April and 26 May 2020, during which the Coronavirus (Scotland) Act 2020 introduced a temporary extension of the maximum timescale for responding to FOI requests, from 20 to 60 working days (although the duty to respond “promptly” to requests remained).

The Commissioner asks that for this period **all Scottish public authorities provide responses to supplementary questions** alongside the usual submission, to provide information on their FOI response during the early stages of the Covid-19 pandemic, and on any impact of changes made by the Coronavirus (Scotland) Act 2020 on FOI response times.

To support authorities to report promptly and accurately on FOI statistics during this period, we have also amended elements of our guidance for public authorities on the submission of statistics via the Commissioner’s portal and the supplementary questions – for the period covering 1 April to 30 June 2020 only.

All Scottish public authorities should familiarise themselves with this guidance before submitting data to the stats portal:

- Amended guidance available at: www.itspublicknowledge.info/stats
- Quarterly statistical submissions should be made at: <https://stats.itspublicknowledge.info/>
- Answers to the supplementary questions should be given via: <https://foiscotland.onlinesurveys.ac.uk/covid-19-foi-supplementary-questions>

Both your authority’s quarterly statistical submission and your responses to the Covid-19 and FOI Supplementary Questions should be completed by **no later than 7 August 2020**.

Further information

While the Scottish Information Commissioner’s office premises will remain closed until at least 31 July, most services are still available.

If you have any questions regarding the above please contact us at enquiries@itspublicknowledge.info (if you would like to discuss by phone, please include a phone number and we will call you as soon as possible).

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