

# Freedom of Information – A Summary of your rights

## Introduction

Inverclyde 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 NHS Greater Glasgow and Clyde and Inverclyde Council, but closely aligned to them. If you want information about NHS Greater Glasgow and Clyde or Inverclyde Council you should contact them direct (contact information is at the end of this leaflet). It is only information that is held by the Inverclyde Integration Joint 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.

 [Publication Scheme and Guide to Information](#)

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. 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:** [foi.hscp@inverclyde.gov.uk](mailto:foi.hscp@inverclyde.gov.uk)

**By Post.** Write to:

Head of Administration & Business Support (Freedom of Information)  
Inverclyde Integration Joint Board  
Hector McNeil House  
7-8 Clyde Square  
Greenock  
PA15 1NB

If you need help in making your request or, need more information about your rights under freedom of information legislation, then please telephone 01475 715365 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 Inverclyde 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](#)

### Inverclyde Council Freedom of Information Contact

The Inverclyde Council – Legal and Property Services, Municipal Buildings, Clyde Square, Greenock, PA15 1LY

Telephone: 01475 712112 01475 712113

E-mail: [foi@inverclyde.gov.uk](mailto:foi@inverclyde.gov.uk)

[www.inverclyde.gov.uk/law-and-licensing/freedom-of-information](http://www.inverclyde.gov.uk/law-and-licensing/freedom-of-information)

### NHS Greater Glasgow & Clyde Freedom of Information Contact

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)

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