

## HERIOT-WATT TRADING LTD

### GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2015

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

Heriot-Watt Trading Ltd has adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner. This scheme has the Commissioner's approval until 31 May 2019.

You can see this scheme on the Commissioner's website at [www.itspubliacknowledge.info/PublicationSchemeGuidance](http://www.itspubliacknowledge.info/PublicationSchemeGuidance) or by contacting us at the address below.

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class,
- state what charges may be applied
- explain how you can find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published

#### *Availability and formats*

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

#### *Exempt information*

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

## Copyright

Where Heriot-Watt Trading Ltd holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately
- it is not used in a misleading context, and
- the source of the material is identified

Where Heriot-Watt Trading Ltd does not hold the copyright in information we publish, we will make this clear.

## Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or at our premises..

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the table below:

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A3	10p	20p
A4	10p	20p
A5	10p	20p

Information provided on CD-Rom will be charged at £1.00 per computer disc.

We will recharge any postage costs at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

## Contact us

You can contact us for assistance with any aspect of this publication scheme:

Information Governance Coordinator

Heritage & Information Governance  
 Mary Burton Centre Gait 12  
 Heriot-Watt University  
 Edinburgh, EH14 4AS  
 Email: [FOI@hw.ac.uk](mailto:FOI@hw.ac.uk)  
 Tel: 0131 451 3274

We will also be pleased to advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

### The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you are welcome to make a request to us for that information.

<b>CLASS 1: ABOUT HERIOT-WATT TRADING LTD</b>
<p><b>Class description:</b></p> <p>Information about Heriot-Watt Trading Ltd, who we are, where to find us, how to contact us, how we are managed and our external relations</p>

The information we publish under this class	How to access it
Information that the company is required, by statute, to submit to Companies House	<ul style="list-style-type: none"> <li>Information is available via Companies House at: <a href="http://www.companieshouse.gov.uk">http://www.companieshouse.gov.uk</a> (a nominal charge of £1 may apply in some circumstances).</li> <li>Or contact us on details above.</li> </ul>

<b>CLASS 2: HOW HERIOT-WATT TRADING LTD DELIVERS OUR FUNCTIONS AND SERVICES</b>
<p><b>Class description:</b></p> <p>Information about our work, our strategy and policies for delivering functions and services and information for our service users.</p>

The information we publish under this class	How to access it
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The functions and services the company provides is summarised in the directors' report of the company's annual accounts	<a href="http://www.companieshouse.gov.uk">http://www.companieshouse.gov.uk</a> Or contact us on details above.
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<b>CLASS 3: HOW HERIOT-WATT TRADING LTD TAKES DECISIONS AND WHAT IT HAS DECIDED</b>
<b>Class description:</b> Information about the decisions we take, how we make decisions and how we involve others

<b>The information we publish under this class</b>	<b>How to access it</b>
Agendas, Minutes and papers of Board Meetings of the company	Contact us on details above, or <a href="mailto:FOI@hw.ac.uk">FOI@hw.ac.uk</a>

<b>CLASS 4: WHAT HERIOT-WATT TRADING LTD SPENDS AND HOW IT SPENDS IT</b>
<b>Class description:</b> Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.

<b>The information we publish under this class</b>	<b>How to access it</b>
The company's annual accounts and auditor's report	Contact us on details above, or <a href="mailto:FOI@hw.ac.uk">FOI@hw.ac.uk</a>

<b>CLASS 5: HOW HERIOT-WATT TRADING LTD MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES</b>
<b>Class description:</b> Information about how we manage the human, physical and information resources of Heriot-Watt Trading Ltd

<b>The information we publish under this class</b>	<b>How to access it</b>
The company adheres to the Records Management Policy of its controlling public authority, Heriot-Watt University	<a href="http://www.hw.ac.uk/documents/information-governance-records-management-policy.pdf">http://www.hw.ac.uk/documents/information-governance-records-management-policy.pdf</a>

<b>CLASS 6: HOW HERIOT-WATT TRADING LTD PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS</b>
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<p><b>Class description:</b></p> <p>Information about how we procure goods and services, and our contracts with external providers</p>
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The information we publish under this class	How to access it
The company adheres to the Procurement policies and procedures of its controlling public authority, Heriot-Watt University	<a href="https://www.hw.ac.uk/services/procurement.htm">https://www.hw.ac.uk/services/procurement.htm</a>

<p><b>CLASS 7: HOW HERIOT-WATT TRADING LTD IS PERFORMING</b></p> <p><b>Class description:</b></p> <p>Information about how Heriot-Watt Trading Ltd performs as an organisation, and how well it delivers its functions and services</p>
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The information we publish under this class	How to access it
Information about the company's performance is contained in the directors' report of the annual accounts	Contact us on details above, or <a href="mailto:FOI@hw.ac.uk">FOI@hw.ac.uk</a>

<p><b>CLASS 8: OUR COMMERCIAL PUBLICATIONS</b></p> <p><b>Class description:</b></p> <p>Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.</p>
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The information we publish under this class	How to access it
N/A	