

email: [contact@biometricscommissioner.scot](mailto:contact@biometricscommissioner.scot)

01 August 2023

**Sent by e-mail only**

**Dear Requester,**

Request for Information – FOI/005

We acknowledge your request for the following information:

Provide a breakdown of all expenses incurred by your organization from 1 April 2022 to 30 June 2023 in respect of:

1. Trips outside Scotland by you and your staff
2. Training and CPD by you and your staff
3. Gifts and donations to third parties

If any financial cost incurred could this be broken down by job title in your organization, location and dates for each question.

Your request was received on 18 July 2023 and has been handled in accordance with the Freedom of Information (Scotland) Act 2022 (FOI(S)A)

Responding to each part of your request in turn the position is as follows:

**Trips outside Scotland by you and your staff**

The Commissioner and his team visited Brussels from 23–26 May 2023. The overall cost SBC paid for this trip was £2,947.15 which covered hotels, travel and meals. The trip was also part-funded by the Scottish Government.

**Training and CPD by you and your staff**

The overall spend for Training and CPD is £9,550.64.

Corporate Services Manager attended a Senior Leadership Development Programme at the College of Policing in Coventry from 12–16 June 2023 - £4,738.04

Corporate Services Manager attended an online course with the Business Continuity Institute from 26-30 September 2022 - £2,745.

Business Support Officer attended an EFQM Foundation Training course at St Andrews House, Edinburgh on 6 October 2022 - £514.80.

All team members attended an Insights session with HR Staple at the Castlebrae Police Treatment Centre on 6 May 2023 - £1,552.80.

### **Gifts and donations to third parties**

Scottish Biometrics Commissioner has not provided gifts or donations to third parties therefore we do not hold this information.

In addition to your request the Commissioner has claimed no personal expenses since his appointment on 12 April 2021 up to and including the date of the FOI response.

The SBC's financial accounts are fully audited each year by Audit Scotland and are available on our website. [2021/22 Annual Report and Accounts](#).

The Audit Scotland 2021/22 Annual Audit Report is available on their website. [2021/22 Annual Audit Report](#)

In keeping with our FOI procedures, this information may also be posted on the Scottish Biometric Commissioner's disclosure log.

## Annex A

### REQUESTS MADE UNDER THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

#### How we handle FOI requests

Information on how we handle FOI requests is available on the Scottish Biometric Commissioners website at: [Scottish Biometrics Commissioner | Privacy Notice | Scottish Biometrics Commissioner](#)

#### Review

If you are dissatisfied with the way in which we have dealt with your request for information, you can ask us to review our decision and actions. You must do this in writing (or other permanent form) within 40 working days of the date of this letter, stating the reasons for your dissatisfaction, and we will respond within 20 working days of receipt. A request for a review should be made to the Commissioner:

Post: Scottish Biometrics Commissioner  
Bridgeside House  
99 McDonald Road  
Edinburgh  
EH7 4NS

E-mail: [contact@biometricscommissioner.scot](mailto:contact@biometricscommissioner.scot)

#### Application to the Scottish Information Commissioner

If, on the outcome of any review, you are still dissatisfied, or if we are unable to resolve any other complaint, then you can contact the Scottish Information Commissioner:

Post: The Office of the Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

Email: [www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal)

Telephone: 01334 464610

Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

A decision by the Scottish Information Commissioner may be appealed on a point of law to the Court of Session.

### **Copyright in relation to information provided**

The supply of information under FOI does not constitute permission for its use in a way that would infringe copyright. Where relevant you should obtain permission from the copyright holder before any such use.

### **Feedback or comment**

We would welcome feedback or comment on how we handled your request. Please contact the Business Support Officer at [contact@biometricscommissioner.scot](mailto:contact@biometricscommissioner.scot).

### **Data Protection**

If you wish to find out more about how we use your personal data then you can access our Privacy Notice at the following link: [Scottish Biometrics Commissioner | Privacy Notice | Scottish Biometrics Commissioner](#)

### **How to contact us**

Post: Scottish Biometrics Commissioner  
Bridgeside House  
99 McDonald Road  
Edinburgh  
EH7 4NS

Telephone: 0131 2021043

E-mail: [contact@biometricscomssioner.scot](mailto:contact@biometricscomssioner.scot)