

email: contact@biometricscommissioner.scot

Date: 21 May 2025

Sent by e-mail only

Dear Requester,

Request for Information – FOI-008

We acknowledge your request for the following information:

Provide the following information for the years 2022, 2023 and 2024 in relation to the commissioner and your staff:

- How many work at home all the time, and paid band
- The number of days, weeks or months worked at the office
- The number of days, weeks or months worked from outside the United Kingdom
- The country which they worked from

Please broke this down by job title and dates for the commissioner and staff.

Your request was received on 9 May 2025 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:

How many work at home all the time, and paid band

Across the team we have a hybrid approach to work. This allows the team to work from home or in our Edinburgh office depending on their requirements. This flexible approach ensures individual needs are met and supports a good work/life balance.

The pay bands of staff are 2 x Band 5 and 1 x Band 3.

The number of days, weeks or months worked at the office

The team often attend meetings in the office but are guided by partners and those attending the meeting as to whether they prefer a face to face or online meeting.

The office is also available should any of the team wish to work there, however we do not keep details of when the team attend the office.

The number of days, weeks or months worked from outside the United Kingdom

The entire team visited colleagues in Brussels over 23 and 26 May 2023. Details of this visit are available on our website.

Our Operations Manager also worked from Brussels while attended the Law, Ethics & Policy of Artificial Intelligence course at KU Leuven University between 1 and 10 July 2024.

The country which they worked from

As above the team worked in Belgium between 23 and 26 May 2023 and the Operations Manager also worked from Belgium between 1 and 10 July 2024.

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

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

Telephone: 01334 464610

Website: 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

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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.

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