

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

05 July 2024

**Sent by e-mail only**

**Dear Requester,**

Request for Information – FOI/006

We acknowledge your request for the following information:

Provide a breakdown of all training and CPD by you and your staff, incurred by your organization, from 01 April 2023 to 01 May 2024, including:

1. costs and location,
2. time spent for each

If any financial cost incurred, provide a corresponding breakdown by job title in your organization.

Your request was received on 1 July 2024 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:

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

The details below will be from 1 July 2023 – 01 May 2024 as we have already provided details of CPD and training up until 30 June 2023 as per your previous FOI request. [foi-005-response-01-august-2023.pdf \(biometricscommissioner.scot\)](#)

The overall spend for Training and CPD is £1953.62.

Corporate Services Manager attended a Senior Leadership Development Programme at the College of Policing in Coventry from 16–20 October 2023 – the cost of this training was already detailed in the previous FOI as above.

Business Support Officer completed a Data Science SCQF Level 6 at Edinburgh College between September 2023 and February 2024 - free

Corporate Services Manager attended a Management and Leadership MSc at Plymouth University from 22 – 26 January 2024. This course also includes a distance learning element which will run until December 2024 - £950

All team members attended a session with HR Staple at the Perth Mercure Hotel on 7 May 2024 - £1003.62

The Commissioner has not undertaken any training or CPD beyond ICT refresher training which is provided for free by our ICT provider.

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)