



Scottish Biometrics
Commissioner
Coimiseanair
Biometrics na h-Alba

SCOTTISH BIOMETRICS COMMISSIONER GUIDE TO INFORMATION

June 2026



Safeguarding our biometric future



Introduction

A publication scheme sets out the types of information that a public authority routinely makes available. A publication scheme ensures we make information available to you without you having to ask for it.

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 they publish and whether information is available free of charge or on payment

We've called ours a Guide to Information. The Scottish Biometrics Commissioner (SBC) has adopted the Model Publication Scheme developed and approved by the Scottish Information Commissioner.

The purpose of this Guide to Information is to:

- allow you to see what information is and is not available
- state what charges may be applied for information requests
- explain how to 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

The [Freedom of Information \(Scotland\) Act 2002](#) (FOISA) provides individuals with a right to request any recorded information held by Scotland's public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

Alongside FOISA, the [Environmental Information \(Scotland\) Regulations 2004](#) (the EIR) provide a separate right of access to the environmental information that we hold. This guide to information also contains details of the environmental information that we routinely make available.

If you would like to access information that we do not publish, you can still request it from us under FOISA or, in the case of environmental information, the EIR. For further information on accessing information we do not publish, refer to Section 11.

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. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

Exemptions

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 will remove or redact the information before publication and explain why.

Charges

Unless otherwise stated all information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email. We



reserve the right to impose charges for providing information in paper copy. Charges will reflect the actual costs of reproduction and postage from the Scottish Biometrics Commissioner, as set out below. If we decide that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Reproduction costs - where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Postage costs - we will pass on postage charges to the requester at the cost to the Scottish Biometrics Commissioner of sending the information by first class post.

We are required by the Equality Act 2010, to take steps to meet the needs of people who share a relevant protected characteristic. In terms of access to information, this means making reasonable adjustments to our practices to ensure that information is physically accessible. This may, for example, involve producing information in a larger script or different format where it is practicable to do so. The costs of this will be met by the Scottish Biometrics Commissioner.

Copyright

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Contact us

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

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

Feedback

We are obliged to review our Guide to Information from time to time and this will be done on an ongoing basis as our function is fully established. However, we would also welcome feedback on how we can develop our guide further. If you would like to comment on any aspect of this guide to information, then please contact us. You may for example wish to tell us about:

- other information that you would like to see included
- whether you found it easy to use
- whether you found this guide useful



- other ways in which our guide can be improved

If the information you are seeking is not available through this guide, then you may wish to request it from us.

Classes of information 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 may make a request to us for that information.

The classes are:

- Class 1: About the authority
- Class 2: How we deliver our functions and services
- Class 3: How we take decisions and what we have decided
- Class 4: What we spend and how we spend it
- Class 5: How we manage our human, physical and information resources
- Class 6: How we procure goods and services from external providers
- Class 7: How we are performing
- Class 8: Our commercial publications
- Class 9: Our open data



Class 1: About the Scottish Biometrics Commissioner

Class description: Information about the Scottish Biometrics Commissioner, who we are, where to find us, how to contact us, how we are managed and our external relations

The information we publish under this class:

- ✓ [Scottish Biometrics Commissioner legislation](#)
- ✓ [About us / Who we are](#)
- ✓ [Strategic Plans](#)
- ✓ [Business Plans](#)
- ✓ [Contacting us](#)
- ✓ [Advisory Group](#)
- ✓ [Advisory Audit Board](#)
- ✓ [News](#)
- ✓ [Communications & Engagement](#)
- ✓ [Media Management](#)

Class 2: How we deliver our functions and services

Class description: Information about our work, our strategy, and policies for delivering functions and services and information for our service users

Information we publish under this class:

- ✓ [What we do](#)
- ✓ [Complaints procedure against the SBC](#)
- ✓ [Strategic Plans](#)
- ✓ [Business Plans](#)
- ✓ [Code of Practice](#)
- ✓ [Complaints procedure against the Code of Practice](#)
- ✓ [National Assessment Framework](#)
- ✓ [Who our functions extend to](#)
- ✓ [Freedom of Information requests](#)
- ✓ [Assurance Reviews](#)
- ✓ [Compliance Assessments](#)



Class 3: How we take decisions and what we have decided

Class description: Information about the decisions we take, how we involve others, and what we have decided

Information we publish under this class:

- ✓ [Assurance Reviews](#)
- ✓ [Compliance Assessments](#)
- ✓ [Strategic Plans](#)
- ✓ [Strategic Risk Register](#)
- ✓ [Logic Model & Outcomes Framework](#)
- ✓ [Business Plans](#)
- ✓ [Scheme of Governance](#)
- ✓ [Code of Practice](#)
- ✓ [National Assessment Framework](#)
- ✓ [Advisory Group](#)
- ✓ [Advisory Audit Board](#)
- ✓ [Impact Assessments](#)
- ✓ [Communications & Engagement](#)
- ✓ [Media Management](#)
- ✓ [Freedom of Information](#)

Class 4: What we spend and how we spend it

Class description: 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 been spent)

Information we will publish under this class:

- ✓ [Annual Report & Accounts](#)
- ✓ [Medium-Term Financial Strategy](#)
- ✓ [Statements of Expenditure](#)
- ✓ [Strategic Plans](#)
- ✓ [Business Plans](#)
- ✓ [Finance Policy](#)



Class 5: How we manage our human, physical, and information resources

Class description: Information about how we manage our human, physical, and information resources

Information we will publish under this class:

- ✓ [Records Management Plan](#)
- ✓ [Information Governance](#)
- ✓ [Scheme of Governance](#)

Class 6: Procurement

Class description: Information about how we procure goods and services from external providers

The information we publish under this class:

- ✓ [Procurement policy](#)

Class 7: How we are performing

Class description: Information about how we perform as an organisation, and how well we deliver our functions and services

The information we will publish under this class:

- ✓ [Annual Report & Accounts](#)

Class 8: Our commercial publications

Class description: Information packaged and made available for sale on a commercial basis and sold at market value through retail outlet e.g., bookshop, museum, or research journal

We do not hold or publish any information that falls within this class

Class 9: Our open data

Class description: Open data made available by the authority as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence

We do not hold or publish any information that falls within this class