



Scottish Biometrics  
Commissioner  
Coimiseanair  
Biometrics na h-Alba

Bridgeside House  
99 McDonald Road  
Edinburgh  
EH7 4NS

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

5 May 2023

**Sent by e-mail only**

**Dear Requester,**

Request for Information - Ref FOI/003

We acknowledge your request for the following information:

*I am writing to request the following information relating to the SBC:*

- *A list of all meetings the Commissioner has taken with private companies since taking office.*
- *Details of all hospitality received by the Commissioner since taking office, including the cost who paid for it and any itemisations*
- *A copy of the SBC's governance handbook*

Your request was received on 20 April 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:

***A list of all meetings the Commissioner has taken with private companies since taking office.***

We sent you an email on the 24 April 2023 asking for clarification of this point. We want to establish what you mean by private companies as the Commissioner has had many routine meetings with private companies not involved in the policing or biometrics sector such as our website provider, HR consultants, social research companies, internal auditors and insurance providers.

Per our FOI response dated 9 March 2023 on the Commissioner's meeting with Hikvision this is the only meeting the Commissioner has had with them. The only other meeting that the Commissioner has had with a policing technology company since taking office was with Motorola on 11 January 2023. That meeting comprised of a demonstration by Motorola of the biometric functionality within their Pronto PDA solution which is used by many UK police forces, including Police Scotland.

Our newsletters also detail any meetings attended by the Commissioner and our Operations Manger. This information can be found on our website. [Quarterly Newsletter No 7 December 2022 | Scottish Biometrics Commissioner](#). Our newsletters are now published half yearly and the next one will be available in June.

***Details of all hospitality received by the Commissioner since taking office, including the cost who paid for it and any itemisations***

Our current policy is not to accept gifts or hospitality and confirm that neither the Commissioner or any member of SBC staff has accepted any gifts or hospitality since our function was established therefore we do not hold this information.

***A copy of the SBC's governance handbook***

As this information is publicly available on our website, we have attached a section 25 notice in respect of information which is otherwise available.

[Governance and Risk Management Handbook](#)

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)