



**Scottish Biometrics
Commissioner**
Coimiseanair
Biometrics na h-Alba

Bridgeside House
99 McDonald Road
Edinburgh
EH7 4NS

email: contact@biometricscommissioner.scot

20 March 2023

Sent by e-mail only

Dear Requester,

Request for Information - Ref FOI/002

We acknowledge your request for the following information:

I am writing to request the following information relating to meetings between the Scottish Biometrics Commissioner Advisory Group Meetings

- ***A copy of any agenda and minutes of meetings of the Scottish Biometrics Commissioner Advisory Group Meeting since February 22nd, 2023.***

Your request was received on 17 March 2023 and has been handled in accordance with the Freedom of Information (Scotland) Act 2022 (FOI(S)A)

Please find attached the agenda and draft minutes for the Advisory Group meeting held on 28 February 2023.

The minutes are in draft form and have not been signed off by the members of the Advisory Group. The signed off minutes will be available on our website after the next meeting.

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
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EH7 4NS

Telephone: 0131 2021043

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