



CROWN OFFICE & PROCURATOR FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

COPFS FOI & EIR PUBLISHING POLICY

1. There is no statutory duty under Freedom of Information legislation to proactively publish information released under FOI.
2. The Scottish Government have given a commitment that *“information released by core Scottish Government and its agencies will be published online”*.
3. This policy sets out the COPFS criteria for selecting which FOI and EIR responses will proactively be published on the COPFS website to:
 - provide greater access to COPFS information
 - support the COPFS commitment to openness and transparency on the progress of the delivery of our strategic priorities and objectives.
4. A register of all responses to FOI and EIR requests where full or partial release of the requested information was disclosed to the applicant will be published on the COPFS website; except for those which identify individuals or cases. A copy of the response will be issued on request to the FOI mailbox; and published on the website. This will:
 - assist requestors in obtaining detailed information which has already been released
 - reduce unnecessary requests for information that has already been published
 - reduce the need to publish very specific or rarely repeated requests
 - reduce the need for a publishing resource
 - increase the visibility of COPFS in responding to requests.
5. The register will be updated weekly on a Friday by the Response and Information Unit and include:
 - the RIU reference number
 - the topic
 - a brief description of the request
 - if it is a full or partial response
 - the date of response.

6. The register of the week's responses will be published on the COPFS website the following Monday (Public Holiday's excluded).
7. In addition to the register selected FOI responses will be published on the COPFS website with the approval of the Head of Policy & Engagement. The criteria for publishing a response is where:
 - it will support COPFS aims and objectives as published in its Strategic Plan and/or annual Business Plan e.g. national statistical information
 - it will support COPFS and/or Scottish Government communication strategies.
8. This policy will be kept under review to analyse all responses and requests for registered responses on a monthly basis to improve information provided online where this will help requesters avoid the need to make FOI or EIR requests for information.