



# Scotland Office

An Oifis Albannach

1 Melville Crescent  
Edinburgh EH3 7HW

[REDACTED]

19 December 2011

Telephone: 0131-244 [REDACTED]  
Fax: 0131-244 [REDACTED]

[REDACTED]  
Website: [www.scotlandoffice.gsi.gov.uk](http://www.scotlandoffice.gsi.gov.uk)

Our ref: FOI DB 317

Dear [REDACTED]

## Freedom of Information Request

I refer to your request which was received by email on 3 October 2011. You asked for the following information under the Freedom of Information Act 2000:

*Please release copies of any guidance issued on personal emails in relation to a) Freedom of Information b) Data Protection Act. I would like to receive copies of the documents which contain the information. If it is necessary to redact the information please remove the relevant portion (explaining the reasons for the redaction) and release the remainder of the document.*

I am writing to confirm that the Scotland Office has now completed its search for the information requested and I can confirm that no guidance has been issued on personal emails.

I hope you find this response helpful however, if you are dissatisfied with the outcome, you may ask for an internal review. A request for internal review should be addressed to:

FOI Officer  
1 Melville Crescent  
Edinburgh  
EH3 7HW

If you are not content with the outcome of the internal review you have the right to apply direct to the Information Commissioner for a decision. The contact details are:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Yours sincerely



Scotland Office