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| REDACTED | Area G-GOAGVictoria QuayEdinburgh EH6 6QQDate 12.02.16 |

Dear REDACTED

**Freedom of Information Request**

Thank you for your email of 09 February 2016 requesting information under the Freedom of Information Act 2000 (FOIA).  You asked:

“In reference to the employment of civil servants in your department, please provide:

1. All documents referring to currently active policy concerning any form of support given to employees to undertake volunteering opportunities outside of their day to day responsibilities. If these documents are not applicable to all civil servants, please indicate to which group(s) of civil servants each document applies.

2. A breakdown of what support\* and benefits\*\* are currently given to employees to undertake volunteering opportunities outside of their day to day responsibilities. If these are not applicable to all civil servants, please indicate to which group(s) of civil servants each type of support and benefits applies.”

I can confirm that the Office of the Advocate General (OAG) does not hold the information you have requested. OAG does not directly employ staff. All our staff are on secondment from other Government departments, primarily the Scottish Government and the Ministry of Justice and therefore any requests for information on policies relating to volunteering opportunities should be made directly to them. Their email addresses for FOI requests are:

ceu@scotland.gsi.gov.uk

<https://www.justice.gov.uk/information-access-rights/foi-requests/make-an-foi-request-online>

You may, if dissatisfied with the treatment of your request, ask the Office of the Advocate General to conduct an internal review of its decision.  The internal review will be conducted by someone other than the person who took the initial decision.  Requests for internal review should be addressed to the Information Officer, Office the Advocate General, Victoria Quay, Edinburgh, EH6 6QQ.

If following the internal review you remain dissatisfied with the treatment of your request by OAG then you may take your complaint to the Information Commissioner, whose address is Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.  Details of the complaints procedure can be found here:

<http://www.ico.gov.uk/complaints/freedom_of_information.aspx>

Yours sincerely

REDACTED