

Our Ref: HQ 17236

27 February 2018

Dear

## **FREEDOM OF INFORMATION REQUEST**

Thank you for your recent freedom of information request, which was received on 30 January 2018. This gives a statutory deadline for responding of 27 February 2018 under the terms of the Freedom of Information (Scotland) Act 2002.

You asked the following, and for ease of reference I have copied your original request for information (RFI) as follows.

1. RFI – All internal policy documents and assessment forms held by the Scottish Prison Service which refers to a) Home Leave and, b) assessments of prisoners prior to granting of Home Leave.

In response to the **RFI**; having completed our search of all electronic and paper records held by the SPS I can confirm at the time of searching the enclosed information was held.

If you are dissatisfied with this response, you have the right to request a review. Your request should be made within 40 working days of the date of receipt of this letter and we will reply within 20 working days of receiving your request. Under section 20(3) (c) (ii) of the Act your request should outline your reason for seeking a review. If our decision is unchanged following a review and you remain unsatisfied with this, you then have the right to make a formal complaint to the Scottish Information Commissioner.

If you require a review of our decision to be carried out, please write to Colin McConnell, Chief Executive, Scottish Prison Service, Calton House, Redheughs Rigg, Edinburgh EH12 9HW. The review will be undertaken by staff not involved in the original decision making process.

I trust this information is helpful.

Kind Regards,

Corporate Communications Manager  
Scottish Prison Service