

Our Ref: HQ 17288

24 April 2018

Dear

## **FREEDOM OF INFORMATION REQUEST**

Thank you for your recent freedom of information request, which was received on 30 March 2018. This gives a statutory deadline for responding of 27 April 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 – Can you please provide me with list of the 10 most requested DVDs by inmates at each of the 13 prisons currently managed by the SPS. Please list these by prison.
2. RFI - Also, can you please provide the same figures for the two facilities run by private sector operators under contract to SPS.

In response to **RFI 1**; having completed our search of all electronic and paper records held by the SPS I can confirm that no information is held. To help clarify, library services' are provided by the local authorities serving each prison and it is they who would provide such a service where available. The SPS does not require them to report such information. Although library services may provide DVDs, the most common method of viewing DVDs is via an individual's personal property where commercially & legally available DVDs are handed in by friends & family and shared amongst other individuals. To therefore ascertain the 10 most requested DVDs held by inmates in their individual personal property would require a manual search of circa 7800 property records. We do endeavour to provide information whenever possible. However, in this instance the costs of locating, retrieving and providing the information requested would therefore exceed the upper cost limit of £600. Under section 12 of FOISA public authorities are not required to comply with a request for information if the authority estimates that the cost of complying would exceed the upper cost limit, which is currently set at £600 by Regulations made under section 12

In response to **RFI 2**; having completed our search of all electronic and paper records held by the SPS I can confirm that no information is held. The SPS does not require the private sector prisons to report on the use of library services within these prisons as part of their contract. You can however make a request direct to these prisons.

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.

Yours sincerely

Communications Manager