

Our Ref: HQ 18219

23 November 2018

Dear

FREEDOM OF INFORMATION REQUEST

Thank you for your recent freedom of information request, which was received on 19 October 2018. This gives a statutory deadline for responding by 16 November 2018 under the terms of the Freedom of Information (Scotland) Act 2002. Please accept my apologies for the delay in responding to you.

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

Request for Information

RFI 1. For the last three years please provide details of all pest control incidents. For each incident please provide the date, site, type of pest involved, cost involved (if applicable), and any outcome/notes recorded on your system.

In response to **RFI 1**; having completed our search of all electronic and paper records held by the SPS I can confirm the enclosed information is held.

Please note that our private prisons HMP Addiewell & HMP Kilmarnock are not contractually required to report such information to the SPS and therefore there is no information held for these two establishments.

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