

**SMART DATA FOUNDRY LIMITED**  
**(REGISTRATION NUMBER SC709914)**

**GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME**  
**2018 (updated 2021)**

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

Smart Data Foundry Limited ('the company') has adopted the Model Publication Scheme produced by the Scottish Information Commissioner.

You can see this scheme on the Commissioner's website at [www.itspublicknowledge.info/PublicationSchemeGuidance](http://www.itspublicknowledge.info/PublicationSchemeGuidance) or by contacting us at the address below.

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class,
- state what charges may be applied
- explain how you can find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published

*Availability and formats*

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

*Exempt information*

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

## Copyright

Unless otherwise stated, Smart Data Foundry Limited reserves copyright in all information available under this publication scheme. The right to information under this scheme does not include permission to reproduce the information. Such use may infringe copyright, and consent of the copyright holder should always be sought. Guidance on the use of copyright material is published on the gov.uk website, see <https://www.gov.uk/using-somebody-elses-intellectual-property/copyright>

## Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or at our premises.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the table below:

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A4	10p	30p

We do not charge for emailing electronic information. If you ask us to provide information by other agreed electronic means, we will charge for the cost of any equipment required.

We will recharge any postage costs at the rate we paid to send the information to you.

We do not pass on any other costs to you in relation to our published information.

## Contact us

You can contact us for assistance with any aspect of this publication scheme:

Head of Information Governance

Smart Data Foundry Limited

Edinburgh Futures Institute

1 Lauriston Place

Edinburgh

EH3 9EF

Email: [ig@smartdatafoundry.com](mailto:ig@smartdatafoundry.com)

We will also be pleased to advise you on how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

## The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you are welcome to make a request to us for that information.

<b>CLASS 1: ABOUT SMART DATA FOUNDRY LIMITED</b>
<p><b>Class description:</b></p> <p>Information about Smart Data Foundry Limited, who we are, where to find us, how to contact us, how we are managed and our external relations</p>

<b>The information we publish under this class</b>	<b>How to access it</b>
General information about the company	<p>Format(s):</p> <p>This information is published on the company's website:  <a href="https://smartdatafoundry.com/">https://smartdatafoundry.com/</a></p> <p>This information is available via Companies House at:  <a href="http://www.companieshouse.gov.uk">http://www.companieshouse.gov.uk</a> (a nominal charge of £1 may apply in some circumstances).</p> <p>Timescale of availability:</p> <p>This information is updated as required. Updated information is available four weeks after amendments have been approved.</p>
<p>How the company is run:</p> <p>List of the names of our Board members</p>	<p>Format(s):</p> <p>This information is published on the company's website:  <a href="https://smartdatafoundry.com/">https://smartdatafoundry.com/</a></p> <p>Timescale of availability:</p> <p>This information is updated as required. Updated information is available four weeks after amendments have been approved.</p>
List of the names of current senior leadership team, their roles and responsibilities	<p>Format(s):</p>

The information we publish under this class	How to access it
	<p>This information is available in hard copy by request. To request a copy of the above information please contact the person named in the “contact us” section above.</p> <p>Timescale of availability:</p> <p>This information is updated as required. Updated information is available four weeks after amendments have been approved.</p> <p>Fee:</p> <p>Charges will be levied in line with the policy set out above.</p>
<p>The company’s certificate of incorporation, articles of association, and address of the registered office</p>	<p>Format(s):</p> <p>This information is available via Companies House at: <a href="http://www.companieshouse.gov.uk">http://www.companieshouse.gov.uk</a> (a nominal charge of £1 may apply in some circumstances). It is also available in hard copy by request. To request a copy please contact the person named in the “contact us” section above.</p> <p>Timescale of availability:</p> <p>This information is updated as required. Updated information is available four weeks after amendments have been approved.</p> <p>Fee:</p> <p>Charges will be levied in line with the policy set out above.</p>

<b>CLASS 2: HOW SMART DATA FOUNDRY LIMITED DELIVERS OUR FUNCTIONS AND SERVICES</b>
<p><b>Class description:</b></p> <p>Information about our work, our strategy and policies for delivering functions and services and information for our service users.</p>

The information we publish under this class	How to access it
Overview of our Services	<p>Format(s):</p> <p>This information is published on the company's website:  <a href="https://smartdatafoundry.com/">https://smartdatafoundry.com/</a></p> <p>Timescale of availability:</p> <p>This information is updated as required. Updated information is available four weeks after amendments have been approved.</p>

<b>CLASS 3: HOW SMART DATA FOUNDRY LIMITED TAKES DECISIONS AND WHAT IT HAS DECIDED</b>
<p><b>Class description:</b></p> <p>Information about the decisions we take, how we make decisions and how we involve others</p>

The information we publish under this class	How to access it
Minutes, agendas and papers of Board meetings	<p>Format(s):</p> <p>This information is available in hard copy by request. To request a copy of the above information please contact the person named in the "contact us" section above.</p> <p>Timescale of availability:</p> <p>This information is updated to reflect the frequency of Board meetings, which take place on a quarterly basis. Updated information is available four weeks after amendments have been approved.</p> <p>Fee:</p> <p>Charges will be levied in line with the policy set out above.</p>

**CLASS 4: WHAT SMART DATA FOUNDRY LIMITED SPENDS AND HOW IT SPENDS IT****Class description:**

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.

<b>The information we publish under this class</b>	<b>How to access it</b>
The company's annual accounts and auditors' report	<p>Format(s):</p> <p>This information is available via Companies House at: <a href="http://www.companieshouse.gov.uk">http://www.companieshouse.gov.uk</a> (a nominal charge of £1 may apply in some circumstances). It is also available in hard copy by request. To request a copy please contact the person named in the "contact us" section above.</p> <p>Timescale of availability:</p> <p>This information is produced annually as required by statutory timescales.</p> <p>Fee:</p> <p>Charges will be levied in line with the policy set out above.</p>

**CLASS 5: HOW SMART DATA FOUNDRY LIMITED MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES****Class description:**

Information about how we manage the human, physical and information resources

<b>The information we publish under this class</b>	<b>How to access it</b>
Human resources: staffing structure	<p>Format(s):</p> <p>This information is available in hard copy by request. To request a copy of the above information please contact the person named in the "contact us" section above.</p> <p>Timescale of availability:</p>

	<p>This information is updated as required. Updated information is available four weeks after amendments have been approved.</p> <p>Fee:</p> <p>Charges will be levied in line with the policy set out above.</p>
<p>Human resources: human resource policies, procedures and guidelines</p>	<p>Format(s):</p> <p>This information is available in hard copy by request. To request a copy of the above information please contact the person named in the “contact us” section above.</p> <p>Timescale of availability:</p> <p>This information is updated as required. Updated information is available four weeks after amendments have been approved.</p> <p>Fee:</p> <p>Charges will be levied in line with the policy set out above.</p>
<p>Physical resources: As a subsidiary company of the University of Edinburgh, all matters relating to the company’s estates management policies and procedures are managed by the University’s Estates &amp; Buildings Office.</p>	<p>Not applicable</p>
<p>Information Resources:</p> <p>Records management policy</p> <p>IT Acceptable Use policy</p>	<p>Format(s):</p> <p>This information is available in hard copy by request. To request a copy of the above information please contact the person named in the “contact us” section above.</p> <p>Timescale of availability:</p> <p>This information is updated as required. Updated information is available four weeks after amendments have been approved.</p> <p>Fee:</p> <p>Charges will be levied in line with the policy set out above.</p>

**CLASS 6: HOW SMART DATA FOUNDRY LIMITED PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS**

**Class description:**

Information about how we procure goods and services, and our contracts with external providers

The information we publish under this class	How to access it
As a subsidiary company of the University of Edinburgh, we follow the procurement policies and procedures set by the University's Procurement Office.	Format: This information is published by the University of Edinburgh at <a href="https://information-compliance.ed.ac.uk/freedom-information/published-information/procurement">https://information-compliance.ed.ac.uk/freedom-information/published-information/procurement</a>

**CLASS 7: HOW SMART DATA FOUNDRY LIMITED IS PERFORMING**

**Class description:**

Information about how Smart Data Foundry Limited performs as an organisation, and how well it delivers its functions and services

The information we publish under this class	How to access it
The company's annual accounts and auditors' report	Format(s): This information is available via Companies House at: <a href="http://www.companieshouse.gov.uk">http://www.companieshouse.gov.uk</a> (a nominal charge of £1 may apply in some circumstances). It is also available in hard copy by request. To request a copy please contact the person named in the "contact us" section above. Timescale of availability: This information is produced annually as required by statutory timescales. Fee:



The information we publish under this class	How to access it
	Charges will be levied in line with the policy set out above.

<b>CLASS 8: OUR COMMERCIAL PUBLICATIONS</b>
<p><b>Class description:</b></p> <p>Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.</p>

The information we publish under this class	How to access it
No information is held under this class	

<b>CLASS 9: OUR OPEN DATA</b>
<p><b>Class description:</b></p> <p>Open data made available by the company as described by the Scottish Government's <a href="#">Open Data Resource Pack</a> and available under an open licence.</p>

The information we publish under this class	How to access it
No information is held under this class	

### Document Control

Date	Version	Description	Author	Owner	Approver
October 2024	1.0	First published version	Head of IG	Head of IG	Chief Finance Officer
December 2024	1.1	Update to document heading	Head of IG	Head of IG	Chief Finance Officer