



## Our publication scheme

### Introduction

It is the statutory duty of specified public bodies to have a publication scheme. This duty applies to Scottish housing associations, including Blue Triangle (Glasgow) Housing Association Limited.

As part of this duty, we must:

- adopt and maintain a scheme explaining what information we publish;
- publish information in line with our publication scheme; and
- review our scheme from time to time.

Details about what our publication scheme covers are explained below.

**Note:** Our scheme must also be approved by the Scottish Information Commissioner.

### How to access our publication scheme, including costs

You can access this information on our website, or at an office that is accessible to you. This information is provided free of charge.

If you want a printed copy of our listed information, then we apply the following charges. These charges are minimal so that public access to information is promoted.

These charges are to cover our photocopying costs and related postage, if applicable.

Our charges for providing any information detailed in this guide are summarised below:

Format	Charge
Online	Free
View at our office	Free
Print in black and white	10p per A4 sheet
Print in colour	20p per A4 sheet
CD Rom	50p
Posted document/CD Rom	Cost of postage incurred

**Note:** If you want information that we publish in a format other than online, then please contact us at [admin@bluetriangle.org.uk](mailto:admin@bluetriangle.org.uk) to arrange.

### Other guidance

This section explains three main issues, namely:

- information that we are not obliged to disclose;
- how long information is held in our publication scheme; and
- copyright and re-use of information.



### **Information that we are not obliged to disclose**

We actively promote your rights to access our information. However, the law sets out information that is exempt from publishing. Should any information that you request involve such information, we will advise you accordingly.

We must also comply with our statutory duties under relevant data protection law concerning disclosure relating to personal data.

### **Information that we cannot publish**

Whilst we will try to make all of the information we have detailed available, in rare cases there may be some information that we cannot make available. For example, sometimes if we were to publish certain board minutes, it could reveal personal details about an individual. This would be a breach of Data Protection legislation if we were to do so. When this is the case, we will remove any personal details before publication and highlight where and why we have done so.

### **How long do we keep information in our publication scheme**

We aim, where possible, to publish information for at least the current and previous two financial years. When we review any document – e.g. our policies – to avoid confusion we will only publish the current version once it has been updated.

### **Copyright and re-use of information**

If we hold the copyright to our published information, then you may copy and/or reproduce this without formal permission as long as:

- the information is copied accurately;
- the information is not used in any misleading context or way; and
- the source of the information is identified.

If we do not hold copyright to any published information, then we will specify this clearly on our document. Such information may be subject to copyright and any usage must comply with copyright law.

### **Specific guidance**

Our publication scheme is based on the model publication scheme (MPS) produced by the Scottish Information Commissioner.

### **Our publication scheme explained**

This section of our website explains comprehensively what our publication scheme covers. In line with this scheme, we provide information listed under certain categories or “classes” of information.



**Note:** Please contact [admin@bluetriangle.org.uk](mailto:admin@bluetriangle.org.uk) if you require any further information after searching our publication scheme and we will be pleased to provide further advice. Remember that we also provide information in various formats to address the needs of individuals, as appropriate.

### **Classes of information**

- about Blue Triangle (Glasgow) Housing Association Limited;
- how we deliver our functions and services;
- how we take decisions and what we have decided;
- what we spend and how we spend it;
- how we manage our resources;
- how we procure goods and services from external providers;
- how we are performing;
- our commercial publications; and
- our open data.