

Policy on treatment of written material

The Commission will be asking all those appearing at the hearing to make a written submission in advance. The Commission also welcomes written material which other interested parties may wish to submit. All material will be considered by the Commission and will help it in deciding the questions which should be put to witnesses at the hearing and in reaching its findings.

Submissions should be as concise as possible, and no more than four typed A4 pages. All submissions should be sent to us in time to arrive by **5pm on Monday 14 June 2010**.

It would be helpful if submissions are made by e-mail to:
shetland.hearing@accounts-commission.gov.uk.

They may also be sent by post to: Mark Brough, Secretary and Business Manager, Accounts Commission, 18 George Street, Edinburgh, EH2 2QU

The hearing will be in public, and the Commission is committed to operating in a manner which is open and transparent.

The Commission is also covered by the Freedom of Information (Scotland) Act 2002. This influences the way that we deal with written material. In particular, you should be aware that if we receive a request for information under the Freedom of Information (Scotland) Act 2002, we may be legally required to release the information to the person who has made the request.

The Commission, therefore, intends to publish all material that is sent to it on its website in advance of the hearing, and may also refer to it in the course of the hearing. The Commission does not intend to accept any written material in confidence.

Data Protection Act 1998

The Commission must comply with the Data Protection Act 1998. This affects what information about living people we can make public. When we publish any material, we will not publish signatures or personal contact information (such as home telephone number or home address) and, in certain circumstances, may also have to edit information which can identify another living person.

If you consider that any material that you plan to submit may raise issues concerning the Data Protection Act, please contact the Secretary and Business Manager at shetland.hearing@accounts-commission.gov.uk or by telephone at 0131-625-1614 before you submit any material.

Potentially defamatory material

The Commission will not publish material which it considers to contain defamatory statements. If we think your submission contains potentially defamatory material, we will return it to you with an invitation to substantiate the comments or remove them. In these circumstances, if the evidence is returned to us and it still contains material which we consider may be defamatory, it may not be considered by the Commission and it may have to be destroyed.