| Police Scotland logo | Freedom of Information ResponseOur reference: FOI 23-0306Responded to: 16th February 2023 |
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Your recent request for information is replicated below, together with our response.

## Please attach most up to date vetting SOP, please be advise the link is 404 on the Police Scotland website, thus is not readily accessible. Please therefore attach.

A copy of the Vetting Manual of Guidance is attached.

One email address contained within in the document has been redacted in terms of section 30(c) of the Act - prejudice to the effective conduct of public affairs.

It is assessed that disclosure would serve to disrupt the well-established processes which members of the public are encouraged to use when contacting Police Scotland, thus prejudicing our ability to effectively manage such contact appropriately.

Whilst there is a public interest in better informing the public as to the internal mechanisms used within the force, this must be balanced with the need to ensure that the appropriate channels are used for contact and that internal mailboxes are not compromised in any way.

## Please attach vetting risk assessment forms used by the vetting department. This is in the public interest, given third party data is processed on said risk assessment forms. This gives the public greater re assurance and understanding of what data is processed.

There are no forms used during the Vetting process and section 17 of the Act therefore applies, the information sought is not held by Police Scotland.

To be of assistance, you may find our [Vetting Privacy Notice](https://www.scotland.police.uk/access-to-information/data-protection/privacy-notice-vetting/) of interest in terms of how personal data is processed.

If you require any further assistance please contact us quoting the reference above.

You can request a review of this response within the next 40 working days by email or by letter (Information Management - FOI, Police Scotland, Clyde Gateway, 2 French Street, Dalmarnock, G40 4EH). Requests must include the reason for your dissatisfaction.

If you remain dissatisfied following our review response, you can appeal to the Office of the Scottish Information Commissioner (OSIC) within 6 months - [online](http://www.itspublicknowledge.info/Appeal), by email or by letter (OSIC, Kinburn Castle, Doubledykes Road, St Andrews, KY16 9DS).

Following an OSIC appeal, you can appeal to the Court of Session on a point of law only.

This response will be added to our [Disclosure Log](http://www.scotland.police.uk/access-to-information/freedom-of-information/disclosure-log) in seven days' time.

Every effort has been taken to ensure our response is as accessible as possible. If you require this response to be provided in an alternative format, please let us know.