

Protoplay Limited

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME

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.
- this 'Guide to Information' has been produced as a requirement by the Scottish Information Commissioner, in terms of the Model Publication Scheme.

Protoplay Limited has adopted the Model Publication Scheme produced by the Scottish Information Commissioner.

You can see this scheme on our website at

<https://www.abertay.ac.uk/about/the-university/governance-and-management/freedom-of-information/>

or by contacting us at the address below.

Freedom of Information

Academic Registry

Abertay University

Bell Street

Dundee

DD1 1HG

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

Please refer to the Copyright Statement in section 5 of the University's Publication Scheme, at

<https://www.abertay.ac.uk/about/the-university/governance-and-management/freedom-of-information/guide-to-information-available-through-the-model-publication-scheme/>

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)
Please visit the Charging Scheme section of the University's Publication Scheme, available at: https://www.abertay.ac.uk/about/the-university/governance-and-management/freedom-of-information/guide-to-information-available-through-the-model-publication-scheme/		

Information provided on CD-Rom will be charged at the rate specified in the Charging Scheme section of the University's Publication Scheme, available at:

The page linked above: per computer disc.

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

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

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

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

Contact us

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

Freedom of Information

Academic Registry

Abertay University

Bell Street

Dundee

DD1 1HG

E: foi@abertay.ac.uk

T: 01382 308000

We will also be pleased to advise you 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.

CLASS 1: ABOUT PROTOPLAY LIMITED

Class description:

Information about the above authority, who we are, where to find us, how to contact us, how we are managed and our external relations

The information we publish under this class	How to access it
Name of Company	For this information, please visit '8.3 Governance' in the University's Publication Scheme, and click on the link to this specific subsidiary company, which is available there: https://www.abertay.ac.uk/about/the-university/governance-and-management/freedom-of-information/83-governance/#subsidiary%20companies
Company Number	Please see above for information.
Date of Incorporation	Please see above for information.

Type of company (i.e. brief description of its legal category); its current status, and where to find additional information about it:	Please see above for information.
How to contact us: how you should contact this subsidiary company: Not applicable.	Not applicable.
How we are managed: Not applicable.	Not applicable.
Information about our external relations: Not applicable.	Not applicable.

CLASS 2: HOW PROTOPLAY LIMITED DELIVERS OUR FUNCTIONS AND SERVICES
Class description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class	How to access it
Information about our work: Not applicable.	Not applicable.
Our strategy and policies for delivering functions and services: Not applicable.	Not applicable.
Information for our service users: Not applicable.	Not applicable.

CLASS 3: HOW PROTOPLAY LIMITED TAKES DECISIONS AND WHAT IT HAS DECIDED
Class description: Information about the decisions we take, how we make decisions and how we involve others.

The information we publish under this class	How to access it
Information about the decisions we take: Not applicable.	Not applicable.
how we make decisions: Not applicable.	Not applicable.
how we involve others: Not applicable.	Not applicable.

CLASS 4: WHAT PROTOPLAY 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.

The information we publish under this class	How to access it
Information about our strategy for, and management of, financial resources: Not applicable.	Not applicable.
What has actually been spent: Not applicable.	Not applicable.

CLASS 5: HOW PROTOPLAY LIMITED MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:
Information about how we manage the human, physical and information resources which the above authority provides.

The information we publish under this class	How to access it
Information about how we manage the human, physical and information resources which the above authority provides: Not applicable.	Not applicable.

CLASS 6: HOW PROTOPLAY 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
Information about how we procure goods and services, and our contracts with external provider: Not applicable.	Not applicable.

CLASS 7: HOW PROTOPLAY LIMITED IS PERFORMING

Class description:
Information about how the above authority performs as an organisation, and how well it delivers its functions and services.

The information we publish under this class	How to access it
Information about how the above authority performs as an organisation, and how well it delivers its functions and services: Not applicable.	Not applicable.

CLASS 8: OUR COMMERCIAL PUBLICATIONS
<p>Class description:</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
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: Not applicable.	Not applicable.

End of Guide to Information for this authority.