

Model Publication Scheme 2015

Notification Form

This form should be used to notify the Scottish Information Commissioner that an authority has adopted the Model Publication Scheme 2015.

Please note that all information in **Part 1** below is **required information**, and may be published on the Commissioner's website. Information in **Part 2** is requested for the purposes of maintaining our records, and will not be published on our website.

Please email your completed form to: publicationschemes@itspublicknowledge.info.

We will acknowledge receipt of the form within 5 working days.

| PART 1: The Authority (or Company) | |
|---|--|
| Name of Organisation: | Orkney Ferries Ltd |
| Corporate Address: | Council Offices School Place Kirkwall Orkney |
| Postcode: | KW15 1NY |
| Telephone: | 01856 873535 |
| Fax: | n/a |
| Email address for FOI requests: | foi@orkney.gov.uk |
| Website: | http://www.orkneyferries.co.uk/ |
| Website address of the authority's Guide to Information (direct URL): | We have been working to finalise the Guide to Information by the deadline but unfortunately this has not been possible. However, we attach the <u>draft</u> we have drawn up. Any comments would be appreciated. We plan to have a final version published by 8 June 2015. |

| PART 2: Contact details | |
|---|--|
| Name of Head of Organisation: | Brian Archibald |
| Job Title (e.g. Chief Executive): | Head of Engineering and Transportation (Orkney Islands Council) |
| Telephone: | 01856 873535 |
| Email: | brian.archibald@orkney.gov.uk |
| Name of person with responsibility for the publication scheme: | Brian Archibald |
| Job title: | Head of Engineering and Transportation (Orkney Islands Council) |
| Address (if different from the corporate address): | |
| Email: | brian.archibald@orkney.gov.uk |
| Telephone: | 01856 873535 |
| Name of person with responsibility for freedom of information requests to the authority: | George Vickers |
| Job title: | Information Governance Officer (Orkney islands Council) |
| Address (if different from the corporate address): | |
| Email: | george.vickers@orkney.gov.uk |
| Telephone: | 01856 873535 |

| Form submitted on behalf of the authority by: | |
|--|----------------|
| Name: | George Vickers |
| Date: | 29 May 2015 |