

30 November 2016

Dear XXXXXX,

Request under The Freedom Of Information (Scotland) Act 2002

Thank you for your Freedom of Information request dated 02 November 2016, in which you requested the following:

Please supply electronically all correspondence sent from these individuals named to Visit Scotland from 1 November 2014 through 31 October 2016

1. *Sarah Malone (connected to Trump International Golf Links Scotland and Trump companies)*
2. *Damian Bates (connected to Aberdeen Press and Journal)*
3. *George Sorial (connected with Trump companies)*
4. *Donald J Trump*
5. *Donald J Trump Jr*

I am sure that you will be able to locate any emails or letters they posted to you in this time frame with ease.

We have considered your requests, and can respond as follows:

1, 2 & 3) VisitScotland carried out an IT search for all correspondence received from Sarah Malone, Damian Bates and George Sorial, as requested above. The attached PDF documents, *Sarah Malone, Damian Bates and George Sorial*, contain all correspondence received from the named individuals between 1 November 2014 and 31 October 2016. There was no record of receiving any letters by post.

As for all FOI requests, we have redacted the names and contact details of our staff and third parties, removing email addresses, contact phone numbers and names. We have left generic business email signatures and job titles where available. Furthermore, in accordance with the Data Protection Act, we have redacted all information which we consider constitutes personal data.

It is important to note that these details have been redacted in line with our policy only to release the names and contact details of senior members of staff. Anyone below Head of Department would not have their name or contact details released.

3 & 4) With regards to your request for correspondence received from Donald J Trump and Donald J Trump Jr, our staff have no knowledge of receiving correspondence from those individuals. Therefore, we did not know what email address format to search for. However, in the interest of openness and being helpful, we used our best endeavours to guess their email addresses using the email format of known mail accounts. No emails were returned in our search, therefore, we cite Section 17 'Notice that Information is Not Held' of the Freedom of Information (Scotland) Act.

We hope this information is helpful to you. If, however, you are not satisfied with our response or the manner in which we have dealt with your application, you may in the first instance contact our Chief Executive, Malcolm Roughead, whose contact details are set out below:

Mr Malcolm Roughead
Chief Executive
VisitScotland
Ocean Point One
94 Ocean Drive
Edinburgh, EH6 6JH
Telephone: 0131 472 2201
Fax: 0131 472 2223
E-mail: malcolm.roughead@visitscotland.com

If you wish to request a review of your application under either the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004, your request should be submitted to us in writing, or another permanent format (for example e-mail or voice recording), and be received by us within 40 days of the date of this letter. Any request for a review should also set out, in as much detail as possible, the reasons why you are not satisfied with our response or the manner in which we have dealt with your application.

If you are still not satisfied with our handling of your application after we have responded to your request for a review, you have a right to apply to the Scottish Information Commissioner for a decision on whether we have dealt with your request in accordance with the Act.

The Scottish Information Commissioner may be contacted at:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews, Fife
KY16 9DS
Telephone: 01334 464610
Fax: 01334 464611
E-mail: enquiries@itspublicknowledge.info

You also have the right to appeal to the Court of Session in Scotland on a point of law concerning either our response.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Douglas Keith', with a long horizontal line extending to the right.

Douglas Keith
Business Affairs Executive
VisitScotland