

12 November 2024

Your request for information under the Freedom of Information (Scotland) Act 2002 (“the Act”)

Thank you for your request for information which was received by VisitScotland on Tuesday 15th October 2024, requesting information about:

Contracts VisitScotland have for Confidential Waste Destruction. Your specific points are detailed below as we respond to them.

VisitScotland's response

We have provided answers to your specific queries below:-

1. Has confidential waste been procured via tender or framework, or another means, if other means, please confirm how you procured your confidential waste?

No, we have not procured confidential waste services via tender or framework. When this service has been required, our facilities department have used local companies when confidential waste needs to be picked up and destroyed at local offices on a case by case basis, and we have not entered into any contract to supply these services on an ongoing basis. The only exception to this is the Glasgow Local Office where our contract for waste uplift with Change Waste Recycling includes confidential waste destruction.

2. If a framework, could you confirm the name of the framework please?

There is no framework in place for confidential waste disposal.

3. Actual contract values of each framework/contract (& any sub lots)

Not applicable as per the above.

4. Start date & duration of contract

Not applicable as per the above.

5. Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension, along with the final possible contract end date?

Not applicable as per the above.

6. Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed?

Not applicable as per the above.

7. Who is the procurement officer responsible for this contract and could you provide their email address and phone number please?

Not applicable as per the above.

8. Do you have a generic email address for your procurement department, for example procurement@organisation.com, if so could you confirm this?

Who is the senior officer (outside of procurement) responsible for this contract and could you provide their email address and phone number please?

VisitScotland do not have a generic email address for our procurement department. As there is no contract, there is no senior officer responsible for it. Further information on our Procurement Policy and Strategy is available here: [Procurement - Our Policies | VisitScotland.org](#)

9. Who is the current supplier?

As indicated above, VisitScotland does not have a current supplier for confidential waste. Companies VisitScotland has used in the past are:

Restore Datashred
Change Waste Recycling
Binn Group

10. If your current supplier is a Facilities Management/Waste/Cleaning Company, which sub-contractor services your organisation? E.g., which company's staff actually collect your confidential waste?

Not applicable as per the above.

Your right to request a review

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) to:

Ms Vicki Miller
Chief Executive
VisitScotland
Waverley Court
4 East Market Street
Edinburgh
EH8 8BG

Telephone: 0131 473 3603
E-mail: vicki.miller@visitscotland.com

The request for a review should 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 not satisfied with the result of the review, then you have the right to appeal to the Scottish Information Commissioner.

You can contact the Scottish Information Commissioner at:
Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Telephone: 01334 464610
Fax: 01334 464611
Email: enquiries@itspublicknowledge.info

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