

**Our Ref: 005/23**

As of 1 October 2012, Edinburgh's Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 31 January 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 ("FOISA").

**005/23 (1):** Does your university or college conduct background checks on students ahead of enrolment? No

**005/23 (2):** Do these checks include spent and unspent criminal convictions and any ongoing criminal investigations – i.e. have they been charged with an offence but not convicted? N/A

**005/23 (3):** For each of the past five academic years have there been any students enrolled with an unspent criminal conviction? Please see response to **005/23 (5)**

**005/23 (4):** For each of the past five academic years have there been any students enrolled with a spent criminal conviction? Please see response to **005/23 (5)**

**005/23 (5):** For each of the past five academic years have there been any students enrolled whilst they have subject to an ongoing criminal investigation?

We have considered your request for information dated 31 January (relating specifically to **005/23 (3), 005/23 (4) and 005/23 (5)**) and can confirm that the College would need to undertake a significant manual search to provide the data as requested.

The level of work involved in undertaking this manual search would exceed the £600 fee and the College is not obliged to respond to this request under Section 12 of FOISA (excessive cost).

Can you please confirm if you wish to narrow the scope of your request to bring it below the £600 fee. For example, by reducing to a shorter time period.

Edinburgh College is subject to the provisions of the Freedom of Information (Scotland) Act (FOISA) 2002. If you are dissatisfied with this response, you may ask the college to review this decision. To do this, please contact the Director of Communications, Policy and Research at the postal address below or e-mail the Director of Communications, Policy and Research at [governance@edinburghcollege.ac.uk](mailto:governance@edinburghcollege.ac.uk) describing your original request and explaining your grounds for dissatisfaction. (Please include in your review request, your name and address (email or postal) for correspondence).

You have 40 working days from receipt of this letter to submit a review request to:

Director of Communications, Policy and Research  
4th Floor  
Edinburgh College (Milton Road Campus)  
24 Milton Road East  
Edinburgh  
EH15 2PP

When the review process has been completed and if you are still dissatisfied, you may ask the Scottish Information Commissioner to intervene.

You can make an appeal to the Commissioner by email or post.

To appeal by email, send your application form or email to <mailto:enquiries@itspublicknowledge.info>

To appeal by post, send your application form or letter to:

Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
KY16 9DS

Full details on how to make an appeal to the Commissioner are available from their website:  
<http://www.itspublicknowledge.info/Appeal>

You must appeal to the Commissioner within six months of receiving the review decision.

You also have the right to appeal to the Court of Session on a point of law following a decision of the Commissioner.

Regards  
FOI Team