**Annex 2. How we handle consultation responses.**

We need to know how to handle your response and in particular, whether you are happy for it to be made public.  The attached Respondent Information Form at **Annex 4** will ensure that we treat your response appropriately.  If you ask for your response not to be published we treat it as confidential.

You should be aware that Food Standards Scotland is subject to the provisions of the Freedom of Information (Scotland) Act 2002 and must consider any request made to it under the Act for information relating to responses made to this consultation exercise.

***What happens next?***

Following the closing date, all responses will be analysed and considered along with any other available evidence to help us reach a decision on this issue.  We aim to issue a report summarising the outcome of this consultation by the end of June which will then inform any subsequent guidance or instrument considered necessary.

If you have given permission for your response to be made public and after we have checked that it contains no potentially defamatory material, your response will be made available to the public in the Food Standards Scotland website

web pages shortly thereafter.