

FREEDOM OF INFORMATION – INFORMATION REQUEST FORM

The following information is needed to help us give a quick and accurate response to your enquiry. Please complete the information below and return it to the Compliance Officer.

Please enter your details:

Mr, Mrs, Miss, Ms, Dr:	Surname:	Forename(s):
Address:		Postcode:
Contact telephone number:	E-mail address:	

In making this request I understand that:

- I may be required to pay a fee for the information I have requested. Where a fee applies, I understand the College is not required to release the information until the fee has been paid;
- some or all of the information I have requested may be exempt from disclosure under the Freedom of Information Act (2000) or Data Protection Act (2018). I will receive an explanation as to why the information is being withheld where this is the case;
- the College does not have to respond to repeated or vexatious requests;
- I will not normally be given access to personal information about other individuals without their consent; and
- some of the material I have requested may be subject to copyright and that if I make multiple copies or distribute the material I may require permission from the copyright owner and that I will be responsible for seeking this permission.

In accordance with Section 8 of the Freedom of Information Act 2000 I request the following information, which I believe is held by the College:

Please provide a description of the information you require. If your request relates to specific document) it would speed up our response if you provide any details of the document you may have (e.g. date of production, author, etc.) and where it might be located (e.g. staff member, office or department). If you are uncertain how to describe the information you require, the Compliance Officer will be able to provide you with advice and assistance.

Information Format

Where your request covers information that is already published by the college, we will direct you to the location of the information in its usual published form.

Otherwise my preferred format is (please tick):

- View the information by appointment with the Compliance Officer (*subject to Public Health Agency Guidelines/College Guidelines in relation to Covid-19*)
- Photocopy of the information by mail (one per request)
- Electronic copy of the information (if available)
- Other form (please specify)

Signed: _____

Date: _____

Privacy Notice: the information that you provide on this form will only be used for the administration of this request and for monitoring the type of information requested and the College's performance in responding to your request. Any data passed to internal or external bodies will be statistical in nature and therefore anonymous. All

personal data will be held in line with the Sector Retention and Disposal Schedule. For further information on your individual rights and to access our Data Protection Policy, please visit <http://www.nwrc.ac.uk/policies>.

Office Use Only:

Date request received		Date response needed by:	
Date clarification sought (where applicable)		Date response needed by:	
Date request forwarded and to whom/ where			
Date information received back			
Date fees notice issued (where applicable)			
Date by which fee to be received (where applicable)			
Date fee received (where applicable)		Date response needed by:	
Date of response			
Timescales for producing information	days		