

FREEDOM OF INFORMATION – REQUEST FOR INFORMATION

Your details:

Name:

Address:

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Tele: Fax: Email:

Please note that we cannot provide you with the information you require unless you provide this these details.

Description of the information you require:

Please provide a description of the information you would like University of Derby to provide you with. If your request relates to specific document(s), please provide any details of the document you may have (e.g. date of production, author etc) and its likely location (e.g. the relevant staff member, office or department). If you are uncertain how to describe the information you require, the University Information Co-ordinator will be happy to provide you with advice and assistance, or direct you to others who can help (the Information Co-ordinator may be contacted as shown at the bottom of this form).

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The University of Derby has the right to ask for clarification of any request for information where it does not prove possible to identify the information needed from the original description provided.

Please tick below any other sections/departments that you have been in contact with which you would like to be searched for relevant data:

Section	Name of person contacted within the department
Student Support & Information Services	
Faculty (ADT/BCL/EHS/Buxton)	
Business Development Unit	
Learning & Information Service	
Facilities	
Finance	
QED	
Human Resources	
Marketing/Press & PR	
Other(s) Please specify below:	

Declaration

I, certify that the information given on this application form to University of Derby is true. I understand that it is necessary for the University to confirm my/Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signed Date

Please return the completed form to Richard Maccabee, Data Protection Officer, Director of Learning and Information Services, University of Derby, DE22 1GB.

1. Evidence of your identity
2. Evidence of the Data Subject's identity (if different from above)
3. Evidence of Data Subject's consent to disclose to a third party (if required as indicated above)
4. Where appropriate, a fee of £10 (cheques to be made payable to University of Derby)
5. Stamped addressed envelope for return of proof of identity/authority documents, where appropriate

Please note that the University reserves the right to obscure or suppress information that relates to other third parties (under the terms of Section 7 of the Data Protection Act 1998).

Office use only

Request received:

Date completed:

Notes

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