

LEICESTER COLLEGE

FREEDOM OF INFORMATION ACT 2000 INFORMATION ACCESS REQUEST FORM

Please read carefully the Publication Scheme/Access to Information Policy BEFORE you complete this form. It explains in detail the nature of Freedom of Information Requests and tells you what is expected from you AND what you should expect from us.

Parts 1, 2, 3 and 4 MUST be completed as fully as possible.

PART 1: Personal Details of the Applicant

Title (Mr/Mrs/Miss/Ms etc.):

First Name: Surname:

Address:

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Telephone: E-Mail:

PART 2: Details of the information required (continue on separate sheet if necessary)

(Please provide as much detail about the information you would like to have and be as concise and clear as possible in order that we can identify and process your request promptly. Any vagueness or ambiguity in your request will delay the processing.)

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PART 3: Other Information

(Please provide any other details to identify or locate the information which would help us process your request, eg your preferred format of the information requested, contact details of staff who may have your requested information, number of copies you would like etc.)

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PART 4: Privacy Notice

The personal details you have provided to Leicester College on this form will be used to process your request for information. These details will also be used to keep a register of requests so that responses can be monitored to ensure consistency and analyse trends. The College will not disclose your details to any external third party without your consent.

Signature:
Date:

IMPORTANT NOTE: If the information you have requested requires a fee, you will be informed on receipt of your request. If you choose to accept this fee charge, the request will be processed upon receipt of payment.

Please forward your completed request to:

Louise Hazel
Director of Governance and Policy
Leicester College
Freemen’s Park Campus
Welford Road

LEICESTER LE2 7LW

Or e-mail to lhazel@leicestercollege.ac.uk