

A guide to accessing information held by the University

Data Protection & Freedom of Information Request Pack

Information Assurance Services

www.le.ac.uk/ias

GUIDANCE NOTES FOR REQUESTING INFORMATION FROM THE UNIVERSITY

Introduction

In keeping with the spirit of information compliance legislation (Data Protection Act 1998, Freedom of Information Act 2000) the University of Leicester is always willing to provide its staff, students, and members of the public access to information held by the University. The University is committed to promoting public understanding of its nature and activities via the publication of relevant information. Additionally, it will make every effort to provide, where practical and permissible, additional information to members of the public in cases where routinely published information does not provide them with what they seek.

Under the terms of the Data Protection Act 1998 and the Freedom of Information Act 2000, individuals have rights in regard of obtaining information held by the University. Appropriate information request forms are attached. **BEFORE COMPLETING ONE OF THE APPLICATION FORMS PLEASE READ THE NOTES BELOW TO DETERMINE THE EXACT NATURE OF YOUR REQUEST.**

Request for information relating to you, i.e. your personal data

Under the terms of the Data Protection Act 1998 you are allowed to ask the University for copies of any personal data held about you as an individual. You are entitled to all personal data that the University holds on computer or in manual record systems (where these fall within the scope of the Act). If you wish to make an enquiry about data that relates to yourself, then please complete the form entitled “**Data Subject Access Request Form**”. **Please note that there will usually be a charge of £10** for this service and that the University will normally have 40 days to respond to your request. It should be noted that some data may be exempt from disclosure; the University will inform you if any of your personal data has been withheld due to it being the subject of an exemption.

Request for other information held by the University

Under the terms of the Freedom of Information Act 2000 you are able to ask the University to provide you with any recorded information that it holds. For example, you may wish to see the minutes of a particular meeting or obtain standard information about student numbers.

The University already makes public a significant amount of the information that it holds. The University’s Publication Scheme, which is a description of the information that is currently published, is available at the following web address: <https://swww2.le.ac.uk/offices/ias/foi/publications> or from **Information Assurance Services (T: 0116 229 7946; email: ias@le.ac.uk)**. Before submitting any request you are advised to check the University’s Publication Scheme, at the web address shown above, to determine whether the information you require is available (if you make a request for information that the University already puts into the public domain, you will be directed to the relevant source).

If you wish to make an enquiry about data held by the University which does not appear to be already available, please complete the form entitled “**Freedom of Information – Information Request Form**” and return it to the address shown. The University will then instigate a search for the information you have requested.

Please note:

- (i) The University can only accept written requests for these types of information.
- (ii) Where the information you have requested is already routinely published by the University (or some other public body) you will be provided with guidance on the source this information, rather than the information itself.
- (iii) If you wish to obtain personal information relating to yourself then it may be necessary to ask for a more detailed request from you (please see the “Request for information relating to you” section above, and the Data Subject Access Request Form, which is included within this pack).
- (iv) For some requests it may be necessary to charge a fee in respect of the provision of the information; in such cases the University will contact you as soon as possible to inform you of the amount.
- (v) The University will usually have **20 working days** to respond to your request.
- (vi) Please be careful to specify clearly all the information you require; all reasonable efforts will be made to locate this information, although it may be necessary to ask you to provide more detail if your original application does not permit an exact identification of the information you have requested. **If you require advice on how to specify your needs, please contact Information Assurance Services (T: 0116 229 7946; email: ias@le.ac.uk).**
- (vii) The Freedom of Information Act 2000 provides some limits on your access to information, although it should be noted that the University would consider withholding information only in cases where an exemption legitimately applies. General guidance on the exemptions that it may be relevant for the University to apply to a request for information is contained in the University’s Policy on Information Requests, obtainable from <https://swww2.le.ac.uk/offices/ias/foi> or from Information Assurance Services. If it is not possible to comply with your request for information, the University will provide you with an explanation for that refusal and details of how to appeal against that decision.
- (viii) The University will not provide statistical information analysed to any greater level of detail than is normally provided within the University’s standard published information.
- (ix) If it transpires that the University does not hold the information you have requested then you will be contacted and informed of this. If possible, alternative ways in which you may be able to access the information you require will be suggested.
- (x) If some/all of the information you have requested is held by another public authority the University will provide what information it can, and then consider transferring your request to the relevant authority. You will be informed if your request for information has been transferred to another public authority.

Making a request for information

Once you have decided the type of enquiry you are making, please complete the appropriate application form and return it to the **University’s Data Protection & Freedom of Information Officer, Information Assurance Services** at the address shown. Please provide full contact details so that we may contact you quickly should there be a need to clarify the nature of your enquiry.



FREEDOM OF INFORMATION - INFORMATION REQUEST FORM

Under the terms of the Freedom of Information Act 2000 you are entitled to ask the University for a copy of any information that it holds. However, it should be noted that some information is exempted from disclosure. If the information you have requested is subject to an exemption, the University will inform you that this is the case.

In some cases it may be necessary for the University to charge a fee in respect of the provision of the information; in such cases the University will contact you as soon as possible to inform you of the amount. If you wish to receive a copy of the information in which you have an interest, please complete this form and forward it to the **Data Protection & Freedom of Information Officer, Information Assurance Services, University of Leicester, Prospect House, 94 Regent Road, Leicester, LE1 7DA.**

Please read the attached **"Guidance Notes for Requesting Information from the University"** before completing this form.

Surname:	
Other Names:	
Personal Title:	
Department:	
Date of Birth:	
Telephone:	
Home/Contact Address:	
University departments or units within which the information is likely to be stored:	
Particular types of information in which you are interested (please attach a continuation sheet if necessary):	

Signature:		Date:	
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Date of Receipt:		Request Number:	
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DATA SUBJECT ACCESS REQUEST FORM

Under the terms of the Data Protection Act 1998 you are entitled to ask the University for a copy of the personal data that it holds about you. The information, which you are entitled to receive, includes a description of the purposes for which it is used, a description of the recipients to whom it is disclosed and a description of the sources of the information. This entitlement is known as the “Right of Access to Personal Data”.

If you wish to access your personal information, please complete this form and forward it with a **payment of £10** (cheques should be made payable to the “University of Leicester”) to the **Data Protection & Freedom of Information Officer, Information Assurance Services, University of Leicester, Prospect House, 94 Regent Road, Leicester, LE1 7DA.**

Please read the attached “**Guidance Notes for Requesting Information from the University**” before completing this form.

Surname:		Date of Birth:	
Other Names:		Department:	
Personal Title: (Mr, Mrs, Ms, Miss, Dr, Prof)		University Employee No: (if applicable)	
Telephone:		UCAS Student No: (if applicable)	
Permanent Home Address:		Term Time Address: (if applicable)	
University Departments or Units within which your records are likely to be stored:			
Particular types of personal information in which you are interested (please attach a continuation sheet if necessary):			

I have enclosed a payment of £10.			
Signature:		Date:	

Date of Receipt:		Request Number:	
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