



STRANMILLIS  
UNIVERSITY COLLEGE

A College of Queen's University Belfast

## Freedom of Information Act 2000

### Access Request Form

Under the Freedom of Information Act 2000, you have a statutory right of access to information held and recorded by the College, subject to certain exemptions. All requests must be made in writing, providing a name and address for correspondence and describe the information sought, to qualify under the terms of the Act.

If you would like to request information from the University College, then please complete this form and return to the **Human Resources Department, Stranmillis University College, Stranmillis Road, Belfast, BT9 5DY** or email [hr@stran.ac.uk](mailto:hr@stran.ac.uk). Electronic copies of this form can be downloaded from <http://www.stran.ac.uk/policies/azlist.html>.

#### YOUR DETAILS

* Full Name:	
* Address:	
Telephone Number:	
Fax Number:	
Email:	

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

#### DESCRIPTION OF THE INFORMATION YOU REQUIRE

Please provide a description of the information you would like Stranmillis University College 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). If you are uncertain how to describe the information you require, staff in Human Resources will be happy to provide you with advice and assistance, or to direct you to others who can help.

--

## FORMAT OF INFORMATION

Where your request covers information that is already published by the University College, we will provide you with directions on how to locate the appropriate information in its usual published format. Otherwise, we can provide you with (please tick your preference):

- The opportunity to view the information by appointment.
- The information in “permanent” form (e.g. photocopies of the relevant information).
- The information in summary/“digest” form. (Available only if the information is in a format that can be summarised coherently and in reasonable time.)
- Some other form (Please specify)

## NOTES

(i)	Though there is no limit to the scope of the information you may request, please note that the University College may have the right to refuse vexatious requests (under Section 14 of the Freedom of Information Act 2000), to obscure or suppress information that relates to other third parties (under the terms of Principles 1, 6 and 7 of the Data Protection Act 1998) and to refuse to disclose information that is covered by relevant exemptions allowed by the Freedom of Information Act 2000.
(ii)	If your request is refused or is only answered partially, an explanation for our decision will be provided. You will be entitled to make an appeal to the University College and relevant contact details will be provided. You will also be provided with details of how to make an external appeal to the Office of the Information Commissioner.
(iii)	In cases where the University College holds only some of the information requested, we will respond as fully as we can. Should there be a need to redirect an enquiry to some other public body you will be informed of this immediately.
(iv)	Stranmillis University College 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.
(v)	The University College reserves the right to apply a charge for the provision of any information provided in accordance with the statutory Fees Regulations. A Fees Notice will be issued should a charge prove necessary. Information requested will not be disclosed until the payment has been received.
(vi)	All requests received by the University College must be processed within 20 working days except in the following circumstances: <ul style="list-style-type: none"><li>▪ When a Fees Notice has been issued and payment has not been received (up to a maximum of 3 months).</li><li>▪ When a request for clarification has been issued and relevant information has not been provided.</li><li>▪ When it is necessary for the University College to consider the public interest in applying one or more exemptions. Should this be necessary, you will be informed of the expected date of conclusion.</li></ul>

<b>OFFICE USE ONLY</b>	
<b>Reference Number:</b>	
<b>Request Received (date):</b>	
<b>Request Acknowledged (date)</b>	
<b>Search Fee (£):</b>	
<b>Fee Notice Issued (date):</b>	
<b>Fee Received (date):</b>	
<b>Clarification Requested (date):</b>	
<b>Clarification Received (date):</b>	
<b>Public Interest Notification (date):</b>	
<b>Estimated Date of Decision:</b>	
<b>Date Completed:</b>	
<b>Confirmed (signature):</b>	