



**Bournemouth
University**

Information request form

www.bournemouth.ac.uk/foi

This form should be completed if you are requesting information held by Bournemouth University, which you wish to access under the terms of the **Freedom of Information Act 2000**. Its purpose is to assist the University to identify the specific information you require. Bournemouth University 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. The University also has the right to charge a fee for the provision of the information in some circumstances and to charge for copying, printing and postage costs.

Please complete in block letters.

1. Personal details

*Surname: _____ *Forename: _____

*Address: _____

Postcode: _____

Telephone number: _____ *Email: _____

*Please note that we cannot provide you with the information you require unless you provide contact details. An email address is sufficient if information is available electronically.

2. Description of the information you require

Please provide a description of the information which you would like Bournemouth University to provide. 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). Please continue on a separate sheet if necessary.



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3. Format of information

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

- the opportunity to view the information by appointment with the Information Officer
- 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) _____

4. Notes

- (i) Though there is no limit to the scope of the information you may request, please note that the University may have the right to refuse vexatious requests (under the terms of 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 not 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, a full explanation for our decision will be provided. You will be entitled to appeal against the decision. Details of how to do so 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 holds only some of the information requested, we will respond as fully as we can. Should we need to redirect an enquiry to some other public body you will be informed of this immediately.

Data Protection Act 1998

The Data Controller is Bournemouth University

The details you provide on this form will only be used in connection with your application for the supply of documents and for statistical purposes.

I confirm that this request is neither vexatious nor malicious.

Signature: _____

Date: _____

The completed form should be returned to:

The Information Officer
Legal Services
Bournemouth University
Melbury House
1-3 Oxford Road
Bournemouth
Dorset BH8 8ES
UK

Tel: +44 (0)1202 961211

Fax: +44 (0)1202 961201

Email: information@bournemouth.ac.uk