

You may use this form to request information held by Bournemouth University (BU / us / we / our), which you wish to access under the terms of the Freedom of Information Act 2000. Its purpose is to assist us to identify the specific information you require. We have 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. We also have the right to charge a fee for the provision of the information in some circumstance and to charge for copying, printing and postage costs.

Please use our **Subject Access Request Form** to ask us to provide you with the personal information we hold about you.

Please complete in block letters.

1. Personal details

*Surname: *Forename:

*Address

.....

..... Postcode

Telephone *Email

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

2. Description of the information you require

Please provide a description of the information which you would like us 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.

3. Format of information

Where your request covers information already published by BU, 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
- The information in 'permanent' form (this will usually be provided by email)
- 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 BU 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 (as required under the data protection legislation) and to not disclose information that is covered by relevant exemptions allowed by the Freedom of Information Act.
- (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 we hold 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 promptly.

Data Protection

We are the data controller of the information we collect and process in connection with your information request. We will process your data as necessary in order to manage, consider and respond to your request in accordance with the Freedom of Information Act 2000, and in order to respond to any follow up communications or complaints from you about our response. This would include sharing information with the Information Commissioner in connection with any relevant complaint or investigation. We also use this data for statistical analysis to review and improve our process and monitor the number of requests we receive. For further information please see our [BU Privacy Notice: Public Events & General Enquiries](#).

Declaration

I confirm that this request is neither vexatious nor malicious.

Signature: Date:

The completed form should be returned to:

Information Office c/o Legal Services
Bournemouth University
Melbury House
1-3 Oxford Road
Bournemouth
Dorset BH8 8ES
UK
Tel: +44 (0)1202 961315
Email: foia@bournemouth.ac.uk