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| **Data Protection & Freedom of Information Request Pack** |
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|  | A guide to accessing information held by the University  |
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# **Introduction**

In keeping with the spirit of information compliance legislation (Data Protection Act 2018, General Data Protection Regulation (GDPR) and the 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 2018 and the Freedom of Information Act 2000, individuals have rights with regard to 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 section 45 of the Data Protection Act 2018 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 electronically, 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 the University will normally have one month 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 allowed to ask the University to provide you with any information held bythe University. 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 from the [University’s Information Assurance Services](http://www.le.ac.uk/ias) website. 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 deposits in 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 “FOI – 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 of this information, rather than the information itself.

(iii) if you wish to obtain personal information relating to *yourself* please see the “Request for information relating to you” section above, and use 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 requests under the Freedom of Information Act 2000.

(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 request requires clarification. **If you require advice on how to best describe your request, please contact the University’s Information Assurance Team****(tel: 0116 229 7945; email: foi@le.ac.uk).**

(vii) the Freedom of Information Act 2000 places some limits on your access to information, and the University will consider withholding information only in cases where an exemption legitimately applies. General guidance on the exemptions that may be relevant can be found at the [Information Commissioner’s website](http://www.ico.org.uk). 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 request a review of our decision by the Data Protection Officer.

(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 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 Information Assurance Team** at the address shown or send as an attachment by email to the appropriate email address. Please provide full contact details (including an email address where you have one )so that we may contact you to acknowledge receipt of your request and/or clarify the nature of your enquiry.

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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, please note that some information is exempt from disclosure. If the information you have requested is subject to an exemption, the University will inform you that this is the case.

Request for information under the ACT are generally free. However, in some very limited circumstances the University may 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.

Please read the attached “Guidance Notes - Requesting Information From The University” before completing this form.

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 Information Assurance Team, Legal and Information Assurance Services, University of Leicester, University Road, Leicester, LE1 7RH. foi@le.ac.uk

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| SURNAME: |   |
| OTHER NAMES: |  |
| PERSONAL TITLE (Mr, Ms, Mrs, Miss, Dr, Prof) |  |
| EMAIL address (if you wish us to use this to respond to your request) |  |
| TELEPHONE NUMBER: |  |
| HOME/CONTACT ADDRESS (if this is a postal only request) : |  |
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| UNIVERSITY DEPARTMENTS OR UNITS WITHIN WHICH THE INFORMATION IS LIKELY TO BE STORED: |
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| PLEASE DESCRIBE THE PARTICULAR INFORMATION YOU ARE INTERESTED IN (please attach a continuation sheet if necessary): |
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| DATE: |

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| **DATE OF RECEIPT** |  | **REQUEST NUMBER**  |  |
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|  **logo-no-bar-178** | **Data Subject Access Request Form** |

Under the terms of the Data Protection Act 2018 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”.

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

If you wish to access **your** personal information, please complete this form and forward it to The Information Assurance Team, Legal and Information Assurance Services, University of Leicester, University Road, Leicester, LE1 7RH. ias@le.ac.uk

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| SURNAME: |   |
| OTHER NAMES: |  |
| PERSONAL TITLE (Mr, Ms, Mrs, Miss, Dr, Prof): |  |
| UNIVERSITY EMPLOYEE NUMBER. (if applicable): |  |
| UCAS STUDENT NUMBER (if applicable): |  |
| DATE OF BIRTH: |  |
| TELEPHONE NUMBER: |  |
| EMAIL ADDRESS (if you wish us to use this method to respond to your request) |  |
| PERMANENT HOME ADDRESS (for postal request/response only): |  |
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| TERM TIME ADDRESS (if applicable): |  |
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| UNIVERSITY DEPARTMENTS OR UNITS WITHIN WHICH YOUR RECORDS ARE LIKELY TO BE STORED: |
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|  PLEASE DESCRIBE THE PARTICULAR INFORMATION YOU ARE INTERESTED IN (please attach a continuation sheet if necessary) : |
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| DATE OF RECEIPT |  | REQUEST NUMBER  |  |
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