



*NB. The University of East Anglia 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.*

### Format of information

Where your request covers information that is already published by the University, 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 with the Information Policy 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).....

### 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 pursuant to Section 14 of the Freedom of Information Act 2000), to excise 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 to the University Secretary's Office, and 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 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.

(iv) The University may choose to charge a fee to cover the costs of our search and direct costs (eg. copying); and, until the fee is received, the information you have requested will not be released to you.

### Office use only

Request received: .....

Search Fee: £..... Date fee set:..... Date fee received:.....

Clarification requested (date)..... Clarification received (date).....

(please append relevant correspondence)

**Notes** (NB.If request is *refused*, attach all relevant correspondence).....

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Date completed: ..... Confirmed (signature).....

**Please return the completed form to: The Information Policy & Compliance Manager, University of East Anglia, Norwich, NR4 7TJ (01603-593523) ([foi@uea.ac.uk](mailto:foi@uea.ac.uk)). If you require advice in composing your request, please also contact the Information Policy & Compliance Manager.**