

*Freedom of Information Act  
2000*



*Information  
Request Form*

Reference no of request

Please read the guidance accompanying this form and refer to the University's Freedom of Information publication scheme ([http://www.admin.cam.ac.uk/univ/information/foi/foi\\_publication\\_scheme.pdf](http://www.admin.cam.ac.uk/univ/information/foi/foi_publication_scheme.pdf)) before making an application. If you do not have access to the internet please contact the Freedom of Information Officer who will provide assistance.

The following information is needed to help us give a quick and accurate response to your enquiry. Please complete the information below and return it to the Freedom of Information Officer, The Old Schools, Cambridge CB2 1TN.

**PART A. Please enter your details:**

* (Mr, Mrs, Miss, Ms, Dr)	* Surname:	Forename(s):
* Address:	Post Code	
Contact telephone no. and email address		

\*minimum data needed to respond

In making this request I understand that:

- I may be required to pay a fee for the information I have requested. Where a fee applies I understand the University is not required to release the information until the fee has been paid;
- some or all of the information I have requested may be exempt from disclosure under the Act. I will receive an explanation as to why the information is being withheld where this is the case;
- the University may need to consider transferring my request to another public authority when it does not hold the information I have requested. Where this is the case I consent to the transfer;
- the University does not have to respond to repeated or vexatious requests;
- I will not normally be given access to personal information about other individuals without their consent; and
- some of the material I have requested may be subject to copyright and that if I make multiple copies or distribute the material I may require permission from the copyright owner and that I will be responsible for seeking this permission.



Have you accessed the University's Freedom of Information publication scheme?

Yes

No

If no please refer to the  
Scheme.

Please let us know why the web page and publication scheme were unable to satisfy your request

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Office use only:**

Date request received:

Date request forwarded and where:

Date information received back:

Date clarification sought (where applicable):

Date clarification response received (where applicable):

Date request transferred and where (where applicable):

Date requester informed of transfer (where applicable):

Date fees notice issued (where applicable):

Date by which fee to be received (where applicable):

Date fee received (where applicable):

Date requester sent information:

Date requester sent decision and reasons for non-disclosure

Signed:

Date:

Data Protection Statement: The information you have provided on this form will only be used for the administration of this request and for monitoring the type of information requested and the University's performance in responding to your request. Any data passed to internal or external bodies will be statistical in nature and therefore anonymised.