

Making a Freedom of Information Request

Contents

Making a Freedom of Information Request to The University of Northampton .	2
Information Request Form	3

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The Freedom of Information Act 2000 requires that a request must:

- **Be in writing (letter or email)**
- **Have a full name and address where you can be contacted for the reply**
- **Have enough detail for us to be able to identify the information that you are requesting**

And that's it (although any additional details you can provide will be helpful)

Although you can make a request for information to any member of staff within the University, the most efficient process would be to submit your request directly to Data Protection Team.

Send an email to FOI@northampton.ac.uk in your own words or use Request Form below.

Send a letter for the attention of:

Data Protection Team
University of Northampton,
University Drive, Northampton NN1 5PH

Information Request Form

Requester details

* Your Name	
* Address/and or Email	
Telephone number	

* We need a name and address to be able to process your FoI request

Description of the Information Required

Please be as specific as you can so that we can answer your request as effectively and efficiently as possible

Preferred Format of the Information to be supplied

If at all possible and practical, we will try and send you the information you request in the format you specify. (e.g. paper copy, email attachment, summary sheet)

Records Management Office Documentation

Version	Date of Change	Notes	Editor
4.1	20/02/2019	Minor layout/font changes	Annette Reeves
4.2	22/01/2021	Minor changes-address update	Annette Reeves
4.3	18/05/2023	Data Protection Team FOI@northampton.ac.uk	Svitlana Gouin