

Freedom of Information and Environmental Information Regulations Complaints – Information Sheet

The Freedom of Information Act 2000 and the Environmental Information Regulations give you the right to ask public authorities for the information they hold. The University of Nottingham aims to comply fully with its obligations under the Acts and to ensure that the service it provides for those wishing to gain access to information is simple, efficient, and effective.

If you feel the service you have received does not meet these aims or your expectations, in the first instance please contact:

**University of Nottingham
Academic Services Division – Governance & Logistics
University Park
NOTTINGHAM
NG7 2RD**

or you can email:

freedom-of-information@nottingham.ac.uk

If having contacted us you are not satisfied with the response you receive, please write to:

**Director of Academic Services
Academic Services Division
University of Nottingham
University Park
NOTTINGHAM
NG7 2RD**

Please note that requests for a review of our response must be

If you remain dissatisfied after following these steps, you can complain to the Information Commissioner's Office (ICO). You should do this within two months of receiving the University's final response to your complaint. For further advice on making a complaint to the ICO, please see their website at **www.ico.gov.uk**

You can write to the ICO at:

**Information Commissioner's Office
Wycliffe House
Water Lane
WILMSLOW
SK9 5AF**

Email: **enquiries@ico.gsi.gov.uk**

You can also call their helpline (Monday-Friday 09:00-17:00):

01625 545 745

**University of Nottingham
Academic Services Division – Governance & Logistics
University Park
NOTTINGHAM
NG7 2RD**

**Tel. +44 (0) 115 823 2328
FAX +44 (0) 115 9516 566**

freedom-of-information@nottingham.ac.uk

www.nottingham.ac.uk/freedom-of-information

received within forty days of the date of that response.