



## APPENDIX A – FREEDOM OF INFORMATION REQUEST FORM

### Section 1 – Applicant Details

Title (please tick one):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Title (please state):
Forename(s):	Sharpe	
Family Name:	Debbie	
Previous Family Name:		
Other name(s) known by:		
Date of Birth (dd/mm/yyyy):	...../...../.....	Male <input type="checkbox"/> or Female <input type="checkbox"/>
Nationality:		
Place of Birth:		

### Section 2 – Applicant Details

Current Address:	
Postcode	
Daytime Telephone No:	
Email Address:	Debbie Sharpe <request-662029-ee6f6be@whatdotheyknow.com>
Previous Address:	
Postcode:	

For information on how we use/store your data, please refer to our Privacy Notice available on our website : <https://www.derby-college.ac.uk/documents/misc/Privacy-Notice.pdf>



### Section 3 – Details of Information Required

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):

Can you please provide me with your latest organisation chart including names and departments they work in.

### Section 4 – Derby College Group’s Response to Request (use extra sheets if necessary, but ensure attached to this request form)

Please see attached structure.  
We are unable to provide you with names of employees in line with Derby College Group’s data protection policies and procedures.

#### Internal use only

#### Section 5 – Declaration

Response to Freedom of Information Request approved by:

Name of Derby College representative: Cheryl Tacchi	Date: 05/05/20
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Executive or Director authorisation (if required)

Name: Bernadette Doyle	Date: 05/05/20
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