



Freedom of Information Request Review Form

If you have submitted a Freedom of Information request to the University and are unhappy with how it was handled or believe that you have not been provided with all of the appropriate information you may ask the University to review your request. This form enables you to clarify why you are unhappy with your request to allow for an accurate response. Reviews are dealt with within 20 working days or, in exceptional circumstances, 40 working days.

Name

What was your request regarding?

Why do you require a review?

1. My request was not dealt with within the deadline Tick (if applicable)

What date was your request submitted?

What date was a response provided?

2. I believe that an exemption was misapplied and I was not provided with information to which I am entitled Tick (if applicable)

Which exemption(s) do you believe were misapplied?

3. I believe that Section 12, appropriate limit, was wrongly applied to my request and I was not provided with information to which I am entitled

Tick (if applicable) and provide details in the box below

4. I was informed that the University does not hold this information however I believe that this is not the case

Tick (if applicable) and provide details in the box below

5. Other

Tick (if applicable) and provide details in the box below

Please provide any further details below:

Signed (or print name for electronic forms):

Date: