

# Freedom of Information Complaints – Information Sheet

The Freedom of Information Act 2000 gives 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 Act 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 received does not meet these aims or your expectations, please contact the Information Compliance Team, who will try to resolve your issues informally in the first instance:

**freedom-of-xxxxxxxxxxx@xxxxxxxxxx.xx.xx**

If you are still not satisfied and wish to make a formal request for review, please write to the following address so that we can allocate your review to the most appropriate person:

**Information Compliance Team**  
**freedom-of-information@nottingham.ac.uk**

Please note that requests for a review of our response must be received within forty days of the date of that response.

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**

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**Information Compliance Team**  
**Email: freedom-of-xxxxxxxxxxx@xxxxxxxxxx.xx.xx**

**Web: <https://www.nottingham.ac.uk/governance/records-and-information-management/freedom-of-information/freedom-of-information.aspx>**



## 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:**