



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):	Gaz	
Family Name:	Jack	

Section 2 – Applicant Details

Current Address:	
Postcode	
Email Address:	request-855287-f8921729@whatdotheyknow.com

For information on how we use/store your data, please refer to our Privacy Notice available on our website: [Data Protection - DCG : DCG \(derby-college.ac.uk\)](https://www.derby-college.ac.uk/Data-Protection-DCG)



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):

Dear Derby College,

- Who is your print and copier supplier
- How many devices do the organisation use
- Do you have print software and if so which one
- When is your print copier contract expiring.
- Who at the organisation manages your print contract

Yours faithfully,
Gaz Jack

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

- Who is your print and copier supplier – print: Laser Life/copier: Konica Minolta
- How many devices do the organisation use - 42 copiers/200 printers
- Do you have print software and if so which one - Papercut
- When is your print copier contract expiring - 2023
- Who at the organisation manages your print contract - Ian McCormick/Neil Hutchinson

Internal use only

Section 5 – Declaration

Response to Freedom of Information Request approved by:

Name of Derby College representative: **Cheryl Tacchi – FOI Officer**

Date: **25/04/22**

Executive or Director authorisation (if required)

Name: **Ian McCormick – IT Director**

Date: **25/04/22**