



Queen Mary's College

**Freedom of Information Act 2000  
Information Access Request Form**

**1. Personal details of the applicant**

Title (Mr/Mrs/Miss/Ms)	
<hr/>	
First Name	Surname
<hr/>	
Address	
<hr/>	
Telephone	Email address
<hr/>	

**2. Details of the information required, continued on separate sheet if necessary.**

(Please provide as much detail about the information you would like to have and to be as concise and as clear as possible in order that we can identify and process your request promptly).

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**3. Other information.**

Please provide any other details to identify or locate the information which would help us process your request e.g. your preferred format of the information requested, contact details of staff that may have your requested information, number of copies you would like etc).


**4. Data Protection Notice** – The personal details you have provided to Queen Mary's College on this form will be used to process your request for information. These will also be used to keep a register to requests so we can monitor our responses, ensure consistency and analyse trends. We will not disclose your details to any external third parties without your consent.

Signature  _____
Date  _____

**Important note – if the information you have asked for requires a fee, we will let you know on receipt of your request. If you chose to accept this fee charge, we will process your request upon receipt of payment.**

Please send your completed request form to:

Director of College Information  
Freedom of Information Officer  
Queen Mary's College  
Cliddesden Road  
Basingstoke  
Hampshire  
RG21 3HF

foi@qmc.ac.uk