

Guidelines for requesting information

The University of Southampton ('the University') is committed to complying with the Freedom of Information Act 2000 ('the Act'), which grants the public right of access to information held by or on behalf of public authorities. Before you complete this form, please read the following notes carefully.

Information we will need from you

For a request for information to be valid, the request must be in writing, and in the request you will have to:

- state your name and your address for correspondence
- describe the information requested (give as full a description as possible of the information you require).

Privacy Guideline

Please note that the information you are required to give us will form part of the records held by the University, and as such, may be subject to Freedom of Information access requests. For the purposes of the Data Protection Act 1998 ('DPA'), the University is the data controller in relation to your personal data. We will keep your personal data for the purposes for monitoring vexatious, repeat or 'campaign' requests, or for any other purposes contained in our [notification](#) to the Information Commissioner.

Information may already be available elsewhere

Please bear in mind that the information requested may already be available elsewhere (for example, at a local library, through another public authority or on another web site). Please look at the University's [Publication Scheme](#) (a directory of information published by the University with some relevant external links). If the information is available on another web site or by other means, we will direct you to that web site or tell you how to get that information by those means.

IMPORTANT NOTICE: By completing and returning this form to the University you are consenting to the use of your personal information as described in the Privacy Guideline above.

YOUR CONTACT DETAILS

First name*	Postal Address*
Surname*
Title
Telephone
Email*	Post Code*

An asterisk (*) indicates that the field must be filled in.

Non-disclosable information

There are, however, certain types of information that the University may decline to disclose. The most relevant exemptions are listed below (but please note that this list is not exhaustive):

- information reasonably accessible by other means (already mentioned above)
- personal information relating to third parties
- information contained in records lodged in court
- information given in confidence (especially where disclosure would constitute grounds for an action for breach of confidence)
- information intended for future publication (e.g. forthcoming research reports)
- information, the disclosure of which may endanger the physical or mental health, or the safety, of any individual
- information that constitutes a trade secret or the disclosure of which would harm the University's – or any other person's – commercial interests.

Subject Access Requests (DPA)

Applicants should note that section 40(1) of the Freedom of Information Act specifically exempts public authorities from providing information about the applicant. If you want to find out what personal information the University holds on you, please follow [this link](#) to download and fill in a Subject Access Request Form.



Description of information requested

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Means of Communication

Unless you indicate otherwise (by ticking one of the boxes below), we will send the information to you electronically (by email). Please note that we may charge expenses for non-electronic means of communication (e.g. photocopying, postage and packing). We will not send any information until charges have been paid.

I wish to receive the information by: Post Registered Post

Declaration

I, hereby state that I am the applicant in respect of this request for information and that my name and address(es) for correspondence are as shown above.

By ticking the tick box below, I confirm that I have read and understood the Guidelines for requesting information above, and that I consent to the use of my personal information as described in the Privacy Guideline above.

Signed Date

SUBMIT FORM ▶

CLEAR FORM ▶

FOR OFFICE USE

Date request received: Due date:
Date completed: Delays:

NOTES

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