

REQUEST FOR INFORMATION



YOUR DETAILS	
*Full name	
*Address	
Tel No	
*Email	
Signature	Date

**Please note that we cannot provide you with the information you require unless you provide your full name and either a postal or email address*

Please provide a description of the information you would like North East Scotland College to provide. If your request relates to a specific document(s), please provide any details of the document you may have (e.g. title, date of production, etc). If you are uncertain how to describe the information you require, the College's Business Processes and Administration Manager will be happy to provide you with advice and assistance, or direct you to others who can help (the Business Processes and Administration Manager may be contacted as shown on the next page):

NB. North East Scotland College has the right to ask for clarification of any request for information where it does not prove possible to identify the information needed from the original description provided.

FORMAT OF INFORMATION
Where your request covers information that is already published by the College, we will provide you with directions on how to locate the appropriate information in its usual published format.
Otherwise, we can provide you with <i>(please tick your preference)</i> :
<input type="checkbox"/> The opportunity to view the information by appointment with the Head of Organisational Services
<input type="checkbox"/> The information in 'permanent' form <i>(e.g. photocopies of the relevant information)</i>
<input type="checkbox"/> The information in summary / 'digest' form <i>(available only if the information is in a format that can be summarised coherently and in reasonable time)</i>
<input type="checkbox"/> Some other form <i>(please specify)</i>

NOTES
(i) Though there is no limit to the scope of the information you may request, please note that the College has the right to refuse vexatious requests (under the terms of Section 14 of the Freedom of Information (Scotland) Act 2002), to withhold information that relates to other third parties (under the terms of Principles 1, 6 and 7 of the Data Protection Act 1998) and to not disclose information that is covered by relevant exemptions allowed by the Freedom of Information (Scotland) Act 2002.
(ii) If your request is refused or is only answered partially, a full explanation for our decision will be provided. You will be entitled to appeal and contact details will be provided. You will also be provided with details of how to make an external appeal to the Office of the Scottish Information Commissioner.
(iii) In cases where the College holds only some of the information requested, we will respond as fully as we can. Should we need to redirect an enquiry to some other public body you will be informed of this immediately.

OFFICE USE ONLY

Request received (date):

Search Fee: £

Date fee set:

Date fee received:

Clarification requested (date):
(please append relevant correspondence)

Clarification received (date):

Notes *(NB. If request is refused, attach all relevant correspondence)*

Date completed:

Please return the completed form to:

Ms K Rattray
Administration & Examinations Manager
North East Scotland College
Gallowgate,
Aberdeen
AB25 1BN

If you require advice in composing your request, please contact Ms Rattray:

Tel: 01224 612374**Email: k.rattray@nescol.ac.uk**

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