

Making a Freedom of Information Request Guide

What is an FOI request?

The Freedom of Information Act (2000) gives a general right of access, subject to certain exemptions, to all types of recorded information held by public authorities. The aim of the Act is to promote openness and transparency in how public authorities operate and in their use of public funding. The University of Northampton is committed to being transparent and fully comply in so far as the FOI legislation is concerned.

To be valid under the Act, the request must:

- be in writing. This could be a letter or email;
- include the requester's full real name (e.g. John Doe);
- include an address for correspondence. This can a postal address or email address;
- describe the information requested.

The University will not respond to letters or emails which are not clearly addressed to and intended for the University.

Our Contact Details

Please send your FOI request to FOI@northampton.ac.uk or:

FOI Team
Office of the Vice Chancellor
University of Northampton
Waterside Campus
University Drive
Northampton
NN1 5PH

You can specify preferred format for requested information if needed: email, excel spreadsheet, paper copy, specific accessible format, etc.

FOI Request Template

[Address for correspondence]

[DATE]

Under the [Freedom of Information Act/Environmental Information Regulations],
I would like to request the following information:

[be specific about the information you wish to receive. Include details like date
ranges and the likely location of information, if possible.]

I would like you to provide the information in the following format:

[specify whether you have a preferred format to receive the information]

Please contact me if you need me to clarify my request.

[providing your phone number might help them resolve issues with your request
quickly]

Thanks,

[Full Name]