

Details of the applicant			
Name:			
Address:			
		Post code:	
Tel. No.:			
Email:			
Description of information requested			
Please provide a description of the information you would like to receive, please be as specific as possible. If you would like to receive specific documents, please give details of them here. If you would like advice and assistance before making your request please contact the Head of Information Governance*			
We may need to ask for clarification if we cannot identify what information is needed from this description.			
Format of information			
Where practicable, you are able to specify the format in which you would like to receive the information. Please tick the box below or specify the format you would prefer:			
Viewing the information at the University by appointment			
Receive a summary of the information			
Electronic copies			
Paper copies			
Notes			
<ul style="list-style-type: none"> • Where information is already available, you will be directed to the relevant information source • The university has the right to refuse requests: <ul style="list-style-type: none"> ○ where an exemption applies; ○ which are considered to be vexatious or repeated; or ○ which would cost over £450.00 to determine whether it holds the information, or to locate, retrieve or extract the information. • The university has the right to charge for photocopying, printing, postage and packing and other costs to provide the information where this would exceed £5.00 • * Please return this form to The Head of Information Governance, Governance Services Unit, 1st Floor Acton Square, University of Salford, The Crescent, Salford M4 5WT or email the information to foi@salford.ac.uk 			