



1. Introduction

So far as is possible, Queen's University Belfast wishes to provide its staff and students, and other members of the public, with information that is held by the University. The University is committed to promoting public understanding of its nature and activities via the systematic publication of relevant information, and will make every effort to provide, where practical and permissible, additional information to members of the public in cases where routinely published information does not provide them with the information they require.

Under the terms of the Data Protection Act 1998 and the Freedom of Information Act 2000, individuals have rights in regard of obtaining information held by the University. Appropriate information request forms are attached. Before completing an application form, please read the notes below to determine the nature of your request.

2. Request for information relating to *yourself*

Under the terms of the Data Protection Act 1998 you are allowed to ask the University for "personal data" held about you as an individual.

If you wish to make an enquiry about data that relates to yourself, then please complete the form entitled "[Data Protection Act 1998 - Subject Access Request Form](#)". Please note that a charge of £10 may be made for this service and that the University will normally have 40 days to respond to your request.

3. Request for information held by the University

Under the terms of the Freedom of Information Act 2000 you are allowed to ask the University to provide you with information held by the University.

The University already makes public large quantities of the information that it holds, and a description of all that we publish is available at the following web address – <http://www.qub.ac.uk/home/FreedomofInformation> - or from the University's Information Compliance Unit (see below for contact details). Before submitting a request you are advised to check the University's Publication Scheme to determine whether the information you require is already available (if you make a request for information that does already appear in public then our only response will be to direct you to the relevant resource).

If you wish to make an enquiry about data held by the University and which does not seem to be already available, then please complete the form entitled "[Freedom of Information Act 2000 – Access Request Form](#)" and return it to the address shown. We will then instigate a search for the information you need. Please note:

- (i) Where the information you request is already routinely published by the University (or some other public body) then we will provide you with guidance on how to find this information, rather than the information itself.
- (ii) If you wish to obtain personal information relating to *yourself* then we may need to ask for a more detailed personal request from you (please see the [Subject Access Request Form](#), which is appended here).

- (iii) There may be a fee for this service; if there is a fee, we shall contact you as soon as possible to inform you of the amount.
- (iv) The University will usually have **20 working days** to respond to your request.
- (v) Please be careful to specify clearly all the information you require: we will make all reasonable efforts to locate this information, though we may need to ask you to provide more detail if your original application does not allow us to identify exactly what you want. **If you require advice on how to specify your needs, please contact the University Information Compliance Unit.**
- (vi) The Freedom of Information Act 2000 provides some limits to your access to information, though the University would consider withholding information only in cases where an exemption legitimately applies. If we cannot comply with your request for any reason, we will provide you with an explanation of the reason(s) for that refusal and details of how to appeal against that decision.
- (vii) We will *not* provide statistical information analysed to any greater level of detail than is normally provided with the University's standard published information.
- (viii) If it transpires that the University does not hold the information you have requested then we will write to you to inform you of this. Where possible, we will suggest alternative ways in which you may be able to access the information you require.
- (ix) If some/all of the information you request is held by another Public Authority then we will provide what information we can and then consider transferring the request to the relevant Authority. Should we need to transfer your request, you will be informed immediately.

4. Making a request for information

Once you have decided the type of enquiry you are making, please complete the appropriate application form and return it to the Information Compliance Unit. Please provide full contact details so that we may contact you quickly should we need to clarify the nature of your enquiry.

5. Contact Details

Address: Information Compliance Unit
Registrar's Office
Queen's University Belfast
University Road
Belfast
BT7 1NN

Telephone: +44 (0)28 9097 2506

Email: info.compliance@qub.ac.uk

WWW: <http://www.qub.ac.uk/home/InformationComplianceUnit>