

APPENDIX 3: FREEDOM OF INFORMATION ACT 2000 INFORMATION ACCESS REQUEST FORM

Please read carefully the trust's Freedom of Information Act Policy and Publication Scheme BEFORE you complete this form. It explains in detail the nature of Freedom of Information Act requests and tells you what is expected from you AND what you should expect from us.

Parts 1, 2, 3 and 4 must be completed as fully as possible.

1. Personal details of the applicant

Title (Mr/Mrs/Miss/Ms).....

First Name Surname

Address.....

Telephone E-mail address.....

2. Details of the information required, continue on a separate sheet if necessary.(Please provide as much detail about the information you would like to have and to be as concise and as clear as possible in order that we can identify and process your request promptly. Any vagueness or ambiguity in your request will delay the processing).

3. Other Information (Please provide any other details to identify or locate the information which would help us process your request e.g. your preferred format of the information requested, contact details of staff who may have your requested information, number of copies you would like etc).

4. Data Protection Notice – The personal details you have provided to the trust/academy on this form will be used to process your request for information. These will also be used to keep a register of requests so we can monitor our responses, ensure consistency and analyse trends. We will not disclose your details to any external third parties without your consent.

Important note – if the information you have asked for requires a fee, we will let you know how much this is on receipt of your request. If you choose to accept this charge, we will process your request upon receipt of payment.

Please send your completed request form to:

Freedom of Information Officer
Data Manager
Essa Foundation Academies Trust
Central Team
Lever Edge Lane
Bolton
BL3 3HH

Email: info@essafoundation.co.uk