

Freedom of Information and requests for information

Access to your personal information (Subject Access Request)

Under the **General Data Protection Regulation (GDPR)** you have a right to see what personal information DMU holds about you. You can request access to your information by making a Subject Access Request (SAR).

We have up to a calendar month to provide you with the information requested, but we will try to respond sooner. If the information you want to see includes information about someone else (a third party), we may redact or withhold this information.

There is not normally a fee for a SAR, but if your request involves an excessive amount of information, we may charge an administration fee. We will let you know beforehand if we intend to apply an administration fee.

You can ask someone else to make a SAR on your behalf. We will need to see evidence that the person making the request is entitled to act on your behalf and they will also need to provide us with evidence of your identity.

Further information:

[How to make a Subject Access Request](#)

The Environmental Information Regulations 2004

The Environmental Information Regulations 2004 ('EIR') is an access regime that shares many similarities (and some crucial differences) with the Freedom of Information Act. If you are seeking information about the following areas, your request will be considered in accordance with EIR:

- The state of the elements of the environment, such as air, water, soil, land and biological diversity
- Emissions and discharges (gases and fluids), noise, energy, radiation, waste and other such substances
- Measures and activities such as policies, plans, and agreements affecting or likely to affect the state of the elements of the environment
- Reports, cost-benefit and economic analyses
- The state of human health and safety, contamination of the food chain
- Cultural sites and built structures (as they may be affected by environmental factors)

Requests do not have to be made in writing, however, it is helpful to do so and likely to lead to a quicker response. Where information is not subject to a legal exception from disclosure, we will supply information within 20 working days.

To make a request for environmental information, please view the section **How to make a request for information** below.

Freedom of Information Act 2000

The Freedom of Information Act 2000 ('FOI') provides for a general right of access to information held in recorded form by public bodies, including De Montfort University. According to government guidance, Students' Unions are not considered public authorities for the purposes of the Act. The Act enables any person, anywhere in the world, to make a Freedom of Information Request in writing (either hard copy or email) to DMU.

In addition to the information routinely available under the Publication Scheme (see section below) under the Freedom of Information Act 2000, individuals are entitled to request any other information held by the University which is not specified in this publication scheme.

Requests must be made in writing and must include a requester's real name and an address (an email address is sufficient if the information is only required and available in electronic format) where you can be contacted for the reply, and have sufficient detail for us to be able to identify the information you are requesting. If we require further information to enable us to respond to your request, we will seek clarification and the time for making a response will be paused until your response is received.

FOI requests will be refused if the request will take more than 18 hours to locate and extract the information required. You will be assisted with ways in which you could modify the request to bring it below this limit. If you are unable to do so, the university will not respond to your request.

The request does not have to mention that it is under the Freedom of Information Act, but it is helpful if you do so. We appreciate it if a request is sent by email to foi@dmu.ac.uk if it is possible.

Subject to the information being held and not being legally exempt from disclosure, it will be supplied to a requester within 20 working days after the day of receipt of the request.

Where the university considers that an exemption may prevent some information being released, they will explain which exemption has been applied and why. More information about the exemptions under the Act is available from the [Information Commissioner's website](#).

To make a request, please view the section **How to make a request for information**.

Publication Scheme

Under the provisions of the Freedom of Information Act, the university must have a Publication Scheme approved by the Information Commissioner (independent person responsible for ensuring compliance with the Act) in place.

To view the Publication Scheme, please view our [Publication Scheme](#) page on the DMU website.

How To Make A Request For Information

The Information Governance Manager is responsible for responding to requests for information under FOI, DPA and EIR. He can be contacted at the following address:

Information Governance Manager

HH 2.11
The Gateway
De Montfort University
Leicester
Leicestershire
LE2 7DP

T: +44 (0)116 257 7655

E: foi@dmu.ac.uk (FOI and EIR requests) or dpa@dmu.ac.uk (DPA requests)

Please state the information you require as clearly as possible as this will help us to locate the information you require. If we are unable to determine what information you require from your request, we will seek clarification and the time for compliance will stop until we receive an adequate response.

Where Information Cannot Be Supplied

Where the university considers that an exemption or exception may prevent some information being released under FOI or EIR, they will explain which exemption has been applied and why.

If you are unhappy with the response you have received, you must first request an internal review of our response. This review will normally be determined by the Head of Legal Services.

If you remain dissatisfied with the decision you have a right of appeal to the Information Commissioner at:

Complaints
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
www.informationcommissioner.gov.uk

For more information about complaints and your rights, please see the website of the [Information Commissioner](http://www.informationcommissioner.gov.uk).

1. Document Approval

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- 1.3. 05/01/2017 – Draft 3 Fraser Marshall
- 1.4. 25/07/2018 – Interim Information Governance Manager