

**COLLEGE INFORMATION REQUEST FORM  
Freedom of Information Act 2000**

**Information Request Form: Please use this form to request access to corporate information about Warwickshire College.**

**Your Rights: Freedom of Information**

Any person has a right to request information about the College and a right to be provided with a copy of that information within a period of 20 working days, subject to certain exemptions.

If you would like to request access to College information please complete this form carefully. The Freedom of Information Act 2000 provides that in certain circumstances Warwickshire College may decide not to provide you with some information, for example if the information is commercially sensitive or where it is available elsewhere and is accessible to the public. If information is already publicly available the College will endeavour to direct you to the appropriate source.

**Fee**

Warwickshire College may make a charge to cover the costs involved in the administration of your request. This may be up to a maximum of £10.00 per request, however upon receipt of your request you will be notified of and required to pay any applicable charge prior to the disclosure of any information. A schedule of charges for information that the College proactively makes available to the public can be obtained from the College's Publication Scheme, which is available on the College website. Where the charge is applied, payment should be by cheque and payable to 'Warwickshire College'. Postal orders will not be accepted.

When you have completed this form please send it to:

Mrs Lynda Cross  
Legal Affairs Officer  
Warwickshire College  
Warwick New Road  
Leamington Spa  
Warwickshire  
CV32 5JE

If you encounter any difficulties when completing this form, please contact the Legal Affairs Officer on 01926 884208 or by email on [ldcross@warkscol.ac.uk](mailto:ldcross@warkscol.ac.uk)

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<b>Section 1. About Yourself (Please use block capitals and black ink)</b>
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**Data Protection Statement**

The information that you provide on this form will be used for the purpose of processing your information request. It will not be passed to any third party.

Title (Mr, Mrs, Miss, Ms, Dr, Rev etc): .....

Surname/Family Name: .....

First Name(s): .....

Maiden/Former Name(s): .....

Gender (Male/Female): .....

Date of Birth: .....

Home Address (Please include your postcode): .....

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(This is the address to which all replies will be sent)

Daytime Telephone Number: .....

Evening Telephone Number: .....

Email Address .....

(These details will assist the College in processing your application in the event that we may need to contact you to discuss your application).

Previous Address (within the last two years): .....

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**Declaration (to be completed by the applicant):**

The information which I have supplied in this application is correct.

Signature: ..... Date: .....

