

THE UNIVERSITY OF BOLTON

FREEDOM OF INFORMATION

A guide for applicants

1. Rights to information

From 1 January 2005 the Freedom of Information Act provides members of the public with new rights of access to recorded information held by public authorities, including Universities. These rights are, however, subject to a range of exemptions that aim to preserve confidentiality or to serve the public interest and allow the University to withhold information.

The Act gives applicants two new rights:-

to be told

Protection Policy and apply to Human Resources or to the relevant School, Department or Unit.

3. **Requesting information**

The University has duties to consider requests for information and to consider exemptions which prevent specific types of information from being provided. If an exemption is enforced and the information or part thereof cannot be supplied, an explanation will be provided.

Fees may be applied in accordance with applicable legislation and University policy. Any fee must be paid before the requested information can be released.

Further guidance is provided at <http://www.bolton.ac.uk/freedom>

4. **Complaints**

If you are not satisfied with the way we have handled your request or with the reasons we have given for refusing to provide information, you have the right to complain.

We request that you first do this informally by discussing the issues with the member of staff that has replied to your request, or with the Assistant Vice Chancellor who can be contacted on 01204 903009. You can also complain formally in writing to:

Registrar (Fol complaints)
The University of Bolton
Deane Road
Bolton
BL3 5AB

The Information Commissioner is responsible for enforcing the complaints procedure you may if necessary complain to:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

www.ico.org.uk