

Appendix A

Request for Information

***Name**

***Address**

Telephone Number

***Email**

Signature

Date

* Please note that we cannot give you the information you have asked for unless you provide your name and an address, either an e mail address or current residence

Please explain what information that you would like UHI Inverness to provide.

If you are not sure how to describe what information you want, a member of staff can help you or direct you to a Freedom of Information Officer. You can contact a Freedom of Information Officer on 01463 273000 or foi.ic@uhi.ac.uk

UHI Inverness may ask for more detail where it is not possible to work out what information you want.

Format of Information

Please let us know if you require the information in an alternative format such as large print. UHI Inverness will provide this where possible.

Please return the completed form to:

Freedom of Information Officer
UHI Inverness
1 Inverness Campus
Inverness
IV2 5NA

Fax: 01463 711977
Telephone: 01463 273000
Email: foi.ic@uhi.ac.uk

Notes

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| <ol style="list-style-type: none">1. Although there is no limit to what can be requested, please be aware that UHI Inverness may refuse requests that are vexatious. Any information that is exempt under the <i>Freedom of Information (Scotland) Act 2002</i> and the <i>Environmental Information Regulations 2004</i> will not be provided.2. Where the information is not provided or is only partially provided, the reason for this will be given.. You will be given details of how to seek a review of this decision if you are not satisfied with the information provided. You will also be provided with information about how to appeal to the Scottish Information Commission if you are not satisfied with the outcome of our review.3. Where UHI Inverness only holds part of the information requested, we will respond as fully as we can. Should we need to redirect your enquiry to another public authority we will inform you of this. |
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Office Use Only

Request received (date)

Clarification requested (date)

Clarification received (date)

Please append relevant correspondence

Search fee £

Date fee set

Date fee received

Notes

Date completed

Confirmed Name

Signature
