



Gonville & Caius College



The Freedom of Information Act 2000

Your Guide to Requesting Information from Gonville & Caius College

Under the terms of the Data Protection Act 1998 and the Freedom of Information Act 2000, individuals have rights in regard to obtaining information held by Gonville & Caius College. So far as is possible, the College wishes to provide the members of the public with any information they need that it holds. The College is committed to promoting public understanding of its nature and activities via the systematic publication of all relevant information, and will make every effort to provide, where practical and permissible, additional information to members of the public in cases where routinely published information does not provide them with the information they require.

Requests for information relating to *yourself*

Under the terms of the Data Protection Act 1998 you are allowed to ask the College for any information held about you as an individual. If you wish to make an enquiry about data that relates to yourself, then please obtain the College's 'Subject Access Request Form', which is available from the College's Data Protection Officer. Please note that there will usually be a charge of £10 for this service and that the College will normally have 40 days to respond to your request.

Requests for other information held by the College

Under the terms of the Freedom of Information 2000 you are allowed to ask the College to provide you with any information held by the College.

The College already makes public large quantities of the information that it holds, and a description of all that we publish is available at <http://www.cai.cam.ac.uk/publication-scheme> or from the College Freedom of Information Officer.

Before submitting a request you are advised to check the College's Publication Scheme to determine whether the information you require is already available.

If you wish to make an enquiry about data held by the College and which does not seem to be already available, then please either write directly to the College Freedom of Information Officer, or complete and send the form entitled 'Request for Information' (further copies are available from the College Archivist and the Freedom of Information Officer).

When we receive your request we shall locate the information you need. If we cannot determine exactly what information you require, we shall contact you as soon as possible to clarify your request. If we already publish the information you require, we shall send you details of how to find the information.

In other cases, the information you need will be located and provided to you in your preferred format. Please note, however, that some information may be exempt from your access: should that be the case, we will provide what information we can and



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also provide reasons why other information has not been released to you. Please also note that we may need to charge a fee to cover the costs of our search and any copying: until a fee is received, the information you require will not be released to you. If there is a fee we shall contact you as soon as possible to inform you of the amount.

If you need any advice on your request, or you are unhappy with our response, please write or email the Freedom of Information at the address below:

Gonville & Caius College
Trinity Street
Cambridge
CB2 1TA

foi@cai.cam.ac.uk

Format of information

Where your request covers information that is already published by the College, we will provide you with directions on how to locate the appropriate information in its usual published format.

Otherwise, we can provide you with (please tick your preference):

- ◆the opportunity to view the information by appointment
- ◆the information in ‘permanent’ form (e.g. photocopies or a print out of the relevant information)
- ◆the information in summary / ‘digest’ form (available only if the information is in a format that be summarised coherently and in reasonable time)
- ◆an e-mail attachment (if the document is in electronic form)
- ◆Some other form (please specify)
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Notes

(i) Though there is no limit to the scope of the information you may request, please note the College may have the right to refuse vexatious requests (under the terms of Section 14 of the Freedom of Information Act 2000), to obscure or suppress information that relates to other third parties (under the terms of Principles 1, 6 and 7 of the Data Protection Act 1998) and not TO disclose information that is covered by relevant exemptions allowed by the Freedom of Information Act 2000.

(ii) If your request is refused or is answered partially, a full explanation for our decision will be provided. You will be entitled to appeal to the College and contact details will be provided. You will also be provided with details of how to make an external appeal to the Office of the Information Commissioner.

(iii) In cases where the College holds only some of the information requested, we will respond as fully as we can and assist in directing you to the relevant holder of the remaining information.

Office use only

Request received:.....

Search Fee: £..... Date fee set:..... Date fee received:.....

Clarification requested (date):..... Clarification received (date):.....

(please append relevant correspondence)

Notes (NB. If request is *refused*, attach all relevant correspondence.....

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.....Date completed:.....

Confirmed (signature):.....

Please return the completed form to: The Freedom of Information Officer, Gonville & Caius College, Trinity Street, Cambridge, CB2 1TA. If you require advice in composing your request, please also contact the Freedom of Information Officer. You may email to foi@cai.cam.ac.uk