



## How To Make A Freedom of Information Request

Under the Freedom of Information Act 2000 you have a right to request any recorded information held by a public authority, such as a government department, local council or state school. You can ask for any information you think a public authority may hold. The right only covers recorded information which includes information held on computers, in emails and in printed or handwritten documents as well as images, video and audio recordings.

If the information you want is your own personal data then you should make a subject access request. Details on how to make a subject access request are also available on our web site under Publication Scheme.

For your Freedom of Information request (FOI) to be dealt with you are legally required to:

- Make the request in writing, either by letter or email;
- give your real name; and
- give an address to which we can reply, either a postal or email address.

You do **not** have to:

- say why you want the information.

When making the request you should identify the information you want as clearly as possible. Please note the following:

- The Group can only accept requests in writing, by email or letter.
- Your request will be responded to within 20 working days.
- We may contact you if further information is required to deal with your request.
- Some information may not be given to you because it is exempt, for example because it would unfairly reveal personal details about somebody else, or the purpose of the FOI is for commercial gain. If it is not possible to comply with your request we will explain why it has been refused and details of how to appeal against the decision.

Below is a form that can be completed when making a FOI. However, please note that whilst completion of the attached form is not compulsory, its use will help provide us with the necessary data to process your request.

Please either email or post your request to the details given below.

Email: [FOI@nptcgroup.ac.uk](mailto:FOI@nptcgroup.ac.uk)

Post to:

Freedom of Information Officer  
NPTC Group of Colleges  
Dwr-y-Felin Road  
NEATH  
SA10 7RF

The Group's Data Protection Officer can be contacted by email at [data-protection-officer@nptcgroup.ac.uk](mailto:data-protection-officer@nptcgroup.ac.uk) or by telephone on 01639 648138.



## Freedom of Information Request Form

### Notes for Applicants

1. Under the Freedom of Information Act 2000 you are entitled to ask NPTC Group for a copy of any information that it holds. Please note that some information is exempted from disclosure. If the information you have requested is exempted you will be informed that this is the case in writing.
2. The request must be made in writing, either by email or letter.
3. The Group, as data controller, will comply with the request for disclosure within 20 days working of receiving the request.
4. Please complete the following form and submit to [FOI@nptcgroup.ac.uk](mailto:FOI@nptcgroup.ac.uk) or post to Freedom of Information Officer, NPTC Group of Colleges, Dwr-y-Felin Road, Neath, SA10 7RF.
5. For some requests a fee may be charged. We will contact you as soon as possible to advise you of this and the amount of the charge

|   |  |
|---|--|
| <b>Full Name *</b>  |  |
| <b>Company Name (if applicable)*</b>  |  |
| <b>Address or email *</b><br>Please note the response will be sent to the provided details. |  |
| <b>Contact telephone number</b>   |  |

\* Please note we cannot provide you with any information unless you provide us with your name and contact address or email.

### **Your Request**

Please provide a description of the data that you are requesting. If your description is not clear or ambiguous we have the right to ask for clarification.

Continuation sheet.