

UNIVERSITY OF ULSTER

FREEDOM OF INFORMATION ACT 2000

REQUESTING INFORMATION FROM THE UNIVERSITY

1 **Introduction**

The University of Ulster is committed to the principles of open and accountable government and to promoting understanding of its activities. In addition the University has been designated as a public authority under the provisions of Schedule I, part IV of the Freedom of Information Act 2000.

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 the University.

2 **Requests for Information held by the University**

- a) Under the provisions of the Freedom of Information Act 2000 you can ask the University to provide you with any information held by the University. For example, you may wish to see the minutes of a particular meeting, see the Register of Interests for Council Members or obtain standard information about student data.
- b) The University already makes public large quantities of the information that it holds and a description of all that we publish is detailed in our Publication Scheme. This is available at www.ulster.ac.uk/foi/. Before submitting any request you are advised to check the above web address to determine whether the information you require is already available.
- c) If you wish to make an enquiry about data held by the University and which does not seem to be already available, then please email your request to foi@ulster.ac.uk or submit a request in writing to Mr Eamon Mullan, University Secretary, University of Ulster, Cromore Road, Coleraine BT52 1SA. Mr Mullan can also be contacted on telephone no. 028 7012 4533.
- d) When we receive your request we will start a search for the information you need. If we cannot determine exactly what information you require, we will 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.
- e) 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 disclosure: should that be the case, we will provide what information we can and also provide reasons why other information has not been released to you.

- f) Please note that we may charge a fee to cover the costs of our search and any copying. In such circumstances, the University is allowed more time, pending the receipt of the necessary fee. A copy of the University's Fees Policy is available online at: <http://www.ulster.ac.uk/secretary/policyimplementation/foi.html>
- g) The University will usually have **20 working days** to respond to your request.
- h) Please be careful to specify clearly all the information you require. We will make all reasonable efforts to locate this information, though we may need to ask you to provide more detail if your original application does not allow us to identify exactly what you want. If you require advice on how to specify your needs, please contact the Office of the University Secretary on telephone no. 028 7012 4533.
- i) The University will not provide statistical information analysed to any greater level of detail than is normally provided with the University's standard published information.
- j) If the University does not hold the information you have requested then we will write to you to inform you of this. Where possible, we will suggest alternative ways in which you may be able to access the information you require. If some/all of the information you request is held by another public authority then we will provide what information we can. We then suggest that you consider transferring the remainder of the request to the relevant authority.

3 Requests for information from Data Subjects

- a) The University of Ulster is a Data Controller that processes personal data in relation to Data Subjects i.e. anyone about whom personal data is held. For the University, Data Subjects include current, past and present students and staff (including affiliated and visiting staff), and other third parties such as suppliers, contractors, consultants or referees.
- b) The University Secretary, Mr Eamon Mullan, is the University's designated Data Protection Co-ordinator. The Data Protection Co-ordinator has the primary responsibility for co-ordinating data protection compliance across the University, including notification, and is the ultimate arbitrator within the University in respect of Data Protection matters.

- c) A Data Subject has the right to request access to their personal data held by the University. Any person who wishes to exercise this right is required to complete a Subject Access Request which is available online at:
<http://www.ulster.ac.uk/secretary/policyimplementation/dataprotection.html> A hard copy of the form can be requested in writing to Mr Eamon Mullan, University Secretary, University of Ulster, Cromore Road, Coleraine BT52 1SA.
- d) The University charges a fee of £10.00 to process subject access requests.
- e) If an access request is received by any other member of staff it should be forwarded immediately to the Office of the University Secretary.
- f) The University undertakes to comply with requests for access to personal information as quickly as possible. In compliance with the law, this will be within 40 calendar days of receipt of a request. However, in exceptional circumstances where a delay is unavoidable, for example, where the University requires further clarification or additional information to enable it to complete the request, the period may be extended provided always that the Data Subject is informed in writing by the Data Protection Co-ordinator or their delegated authority of the reason for the delay.
- g) Where an individual requesting information is not known to the University photographic proof of identity may be requested prior to issue of personal data.
- h) A copy of the University's Data Protection Policy along with guidance notes and further information on subject access requests is available online at:
<http://www.ulster.ac.uk/secretary/policyimplementation/dataprotection.html>