



INFORMATION REQUEST FORM

Freedom of Information Act 2000

Information Request Form: Please use this form to request access to commercial information about SEEVIC College.

Your Rights: Freedom of Information

Any person has a right to request information about the College and a right to be provided with a copy of that information within a period of 20 working days, subject to certain exemptions.

If you would like to request access to College information please complete this form carefully. The Freedom of Information Act 2000 provides that in certain circumstances SEEVIC College may decide not to provide you with some information, for example if the information is commercially sensitive or where it is available elsewhere and is accessible to the public. If information is already publicly available the College will endeavour to direct you to the appropriate source.

Fee

SEEVIC College may make a charge to cover the costs involved in the administration of your request. This may be up to a maximum of £10.00 per request, however upon receipt of your request you will be notified of and required to pay any applicable charge prior to the disclosure of any information. A schedule of charges for information that the College proactively makes available to the public can be obtained from the College's Publication Scheme, which is available on the College website. Where the charge is applied, payment should be by cheque and payable to 'SEEVIC College'. Postal orders will not be accepted.

When you have completed this form please send it to:

Director of Information Systems
SEEVIC College
Runnymede Chase
Benfleet
Essex
SS7 1TW

Email: info@seevic-college.ac.uk

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SECTION 1. About Yourself (Please use block capitals and black ink)

Data Protection Statement

The information that you provide on this form will be used for the purpose of processing your information request. It will not be passed to any third party.

Title (Mr, Mrs, Miss, Ms, Dr, Rev etc):

Surname/Family Name:

First Name(s):

Maiden/Former Name(s):

Gender (Male/Female):

Date of Birth:

Home Address (Please include your postcode):

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(This is the address to which all replies will be sent)

Daytime Telephone Number:

Evening Telephone Number:

Email Address
(These details will assist the College in processing your application in the event that we may need to contact you to discuss your application).

Previous Address (within the last two years):

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Declaration (to be completed by the applicant):

The information which I have supplied in this application is correct.

Signature: Date:

