



Willenhall Community Primary School

INFORMATION REQUEST FORM

Freedom of Information Act 2000 Information Request Form

Please use this form to request access to corporate and or commercial information about the School.

Your Rights: Freedom of Information

Any person has a right to request information about the School 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 School information please complete this form carefully. The Freedom of Information Act 2000 provides that in certain circumstances Willenhall Community Primary School 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 School will endeavour to direct you to the appropriate source.

Fee

The School 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 the applicable charge prior to the disclosure of any records. Where the charge is applied, payment can be by cheque made payable to Willenhall Community Primary School. Postal Orders will not be accepted.

When you have completed this form please send it to:

Data Protection Processor

Willenhall Community Primary School, St James Lane, Coventry, CV3 3DB

If you encounter any difficulties when completing this form, please contact the School Business Manager by email on DShaw@WillenhallPrimary.org

The information that you provide on this form will be used for the purpose of processing your information request.

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Freedom of Information Act 2000 Information Request Form

Data Protection Statement:

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

(Please use BLOCK CAPITALS and black ink)

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

Surname/Family Name:

First Name(s):

Home Address (Please include your postcode):

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Daytime Telephone No: Evening Telephone No:

Mobile Telephone No:

Email Address:

(Contact details will assist the School in processing your application for information in the event that we need to clarify any aspect of your application.) A fee is charged by the School to cover such costs as printing, copying and postage. Where electronic files are transmitted no charge will be made. A receipt for payment will be issued on disclosure of hard copy records.

Confirmation Of Fee Paid (Where Applicable)

Fee Paid: Yes / No

Amount: £ Cheque/Cash (*please delete)

Signature of Applicant: Date:

Signature of Recipient: Date:

(for and on behalf of the School)

