



# Whitmore Park 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 Whitmore Park 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 Whitmore Park Primary School. Postal Orders will not be accepted.

When you have completed this form please send it to:

Data Protection Processor  
Whitmore Park Primary School, Halford Lane, Coventry, CV6 2HG

If you encounter any difficulties when completing this form, please contact the School Business Manager by email on [admin@whitmorepark.org](mailto:admin@whitmorepark.org)

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

# INFORMATION REQUEST FORM

## 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): .....

.....

.....

Daytime Telephone Number: .....Evening Telephone Number:.....

Mobile Telephone Number: .....

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)

### Description of Information Requested

To assist the School in accurately identifying the information you require, please provide details of the information you are requesting and the format in which you require it. The School will endeavour to provide the information in the format requested, however where that is not possible the information will be provided in the format that most closely matches. Please be specific regarding dates and types of information you wish to have access to. You may be contacted for clarification of your request or for further information required to identify the material you have requested.

