

**PERTH COLLEGE UHI**  
**FREEDOM OF INFORMATION**  
**INFORMATION REQUEST FORM**

<b>Contact Details</b>			
Name			
Address			
Telephone No		e mail	
<b>Information Requested</b> (If you need assistance in describing your request, please contact the Freedom of Information Officer: Donald Maclean, 01738 877625 <a href="mailto:donald.maclean@perth.uhi.ac.uk">donald.maclean@perth.uhi.ac.uk</a> )			
Please indicate your choice of format for information, if available.			
Electronic <input type="checkbox"/>	Hardcopy <input type="checkbox"/>	Other (please specify)	
Please indicate how you would like the information to be delivered to you.			
e mail <input type="checkbox"/>	By post <input type="checkbox"/>	Other (please specify)	
Signed:			
(Type name if submitting electronically)			
Date			

<b>For College Staff Use</b>	
Received by:	Date:
Transferred by:	Date:
Response time expiry date (date of receipt plus 20 working days):	
Action taken	
Outcome	
Signed:	Date:

**Data Protection**

Any personal details that you supply on this form is protected under the Data Protection Act 1988 and will only be used to facilitate processing of your request.

This information will not be disclosed to a third party without your consent.