

What do I need to know if someone requests information from me about the University or about any other information we hold here?

- € Requests for information that we hold need to be made in recorded format, e.g. an email or a letter. Requests for environmental information may be made by phone.
- € The person requesting the information does not need to tell you it is being made under FOI or under the EIRs. All they need to do is to request the information
- € You are not entitled to know why they want the information or to check whether the person requesting it is genuine
- € A request for information may come to any part of the University from anywhere in the world
- € By law, the request for information must be answered within 20 working days

What should I do when I receive a request for information and do I need to recognise it as an FOI or EIRs request?

How you handle the request depends on the nature of it and your role in the University.

- € If you routinely give out certain information to the public, staff and students, continue to give out this information as before
- € If you receive a request for information which
 - € mentions Freedom of Information or the EIRs OR
 - € is not information you already routinely provide in the course of your work, OR
 - € you are unsure of, OR
 - € is unusual, OR
 - € asks for information that the University holds

pass the request immediately to your IMPS Contact. If this is not possible (for example because they are not available or you do not know who they are) pass the request to IMPS (contact details opposite).

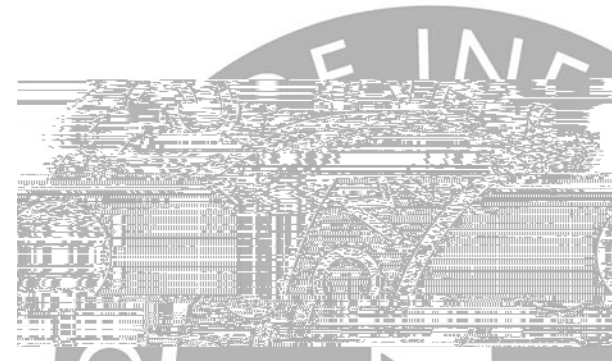
When you are in doubt about any request for information you receive please contact your IMPS Contact or the IMPS Office.

Freedom of Information

at the University of Reading

Essential information for all staff

If you have any questions about Freedom of Information or the Environmental Information Regulations, and what it means for you, contact Information Management and Policy Services (IMPS) using the details below.



For further information,
please contact IMPS:
Room 221, Whiteknights House
0118 378 8981
imps@reading.ac.uk
www.reading.ac.uk

