FREEDOM OF INFORMATION – KEY POINTS

Forward all FOI requests to FOI Unit for response

Follow FOI Guidelines 20 working days to respond

Send requests for sensitive/ personal information to FOI Unit Freedom of Information

Deal with routine requests for your area, check with FOI Unit if unsure

Keep good records of information held For further details see the guide 'Dealing with requests for information: a guide for all staff' available on the website at www.rec-man.stir.ac.uk/foi/info-staff.php



Scan for access to our web page.

or alternatively contact: Freedom of Information Unit Policy, Planning & Governance University of Stirling T: 01786 466670 E: FOIUnit@stir.ac.uk