FREEDOM OF INFORMATION – KEY POINTS

- Forward all FOI requests to FOI Unit for response
- 20 working days to respond
- Deal with routine requests for your area, check with FOI Unit if unsure
- Send requests for sensitive/personal information to FOI Unit
- Keep good records of information held
- Follow FOI Guidelines
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

or alternatively contact:
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Scan for access to our web page.