

**REQUEST FOR ACCESS TO RECORDS**

## Section 12 of the Freedom of Information Act, 2014

**1. DETAILS OF REQUESTER** (PLEASE USE BLOCK CAPITALS)

**Surname:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **First Name(s):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address for correspondence:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(only required if requesting personal records – for identification purposes)*

**Contact Telephone Number(s):**

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. FORM OF ACCESS**

**My preferred form of access is:** *(please tick as appropriate)*

To receive an electronic copy of records by email: 🞏

To receive photocopies: 🞏

To inspect the original record(s): 🞏

Other format *(please specify)*: 🞏

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. DETAILS OF REQUEST**

In accordance with section 12 of the FOI Act 2014, I request access to records that are:

**Personal** 🞏

**Non-Personal** 🞏

**A mixture of personal and non-personal** 🞏

Note: You may be asked to produce proof of identification (e.g. birth certificate, driving licence, passport, staff ID card, student ID card or other form of identity) before you are given access to personal information relating to yourself.

**3. DETAILS OF REQUEST** (CONTINUED)

In the space provided below, please describe the records as fully as you can, as this will assist the University in dealing with your request. E.g. if you are requesting personal information, please state as accurately as you can the date the record was created and your exact name and address at the time the record was created (if different from above). Please note: you will not normally be given access to the personal information of another person unless you have obtained the written consent of that person.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I request access to the following records:**

**4. APPLICATION**

I request access to the above records under section 12 of the Freedom of Information Act 2014.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_

 **Please send your completed FOI request form by email to:** **foi@ucc.ie**.

Alternatively, you may send your request by post to:

Freedom of Information Officer
Office of Corporate & Legal Affairs

University College Cork

College Road

Cork

If you require any assistance in making an FOI request, please contact the Freedom of Information Officer by email at: foi@ucc.ie or telephone: +353 (0)21 4903949.