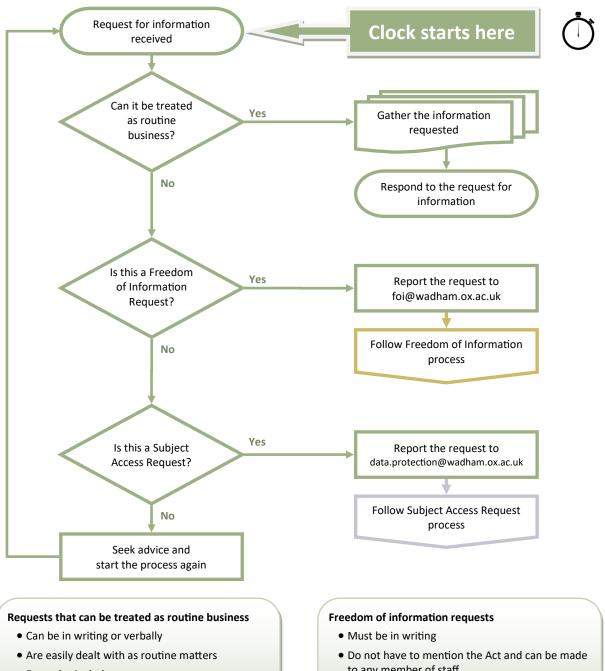
## **Guidance on identifying Freedom of Information and Subject Access Requests**



- Examples include:
  - Do I have a room booked for a meeting?
  - What is my student ID number?

- to any member of staff
- Typically relate to statistics, policies or groups of people

## Subject access requests

- Can be in writing or verbally
- Do not have to mention 'subject access request' and can be made to any member of staff
- Must be from the individual whose data is being requested or have authorisation to act on their behalf
- Relate to personal information about only the individual concerned
- Examples include:
  - Please send me a copy of my staff records
  - I am a solicitor acting on behalf of my client Mr X and request a copy of his medical records. Appropriate authority is enclosed.