



Requests that can be treated as routine business

- Can be in writing or verbally
- Are easily dealt with as routine matters
- Examples include:
 - Do I have a room booked for a meeting?
 - What is my student ID number?

Freedom of information requests

- Must be in writing
- Do not have to mention the Act and can be made 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.