Guidance on identifying Freedom of Information and Subject Access Requests

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.