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## **Freedom of Information Complaints – Information Sheet**

The Freedom of Information Act 2000 gives you the right to ask public authorities for the information they hold. The University of Nottingham aims to comply fully with its obligations under the Act and to ensure that the service it provides for those wishing to gain access to information is simple, efficient, and effective.

If you feel the service you have received does not meet these aims or your expectations, in the first instance please contact:

**University of Nottingham  
Academic Services Division – Governance Team  
University Park  
NOTTINGHAM  
NG7 2RD**

or you can email:

**[freedom-of-information@nottingham.ac.uk](mailto:freedom-of-information@nottingham.ac.uk)**

If having contacted us you are not satisfied with the response you receive, please write to:

**Deputy Director (Governance)  
Academic Services Division  
University of Nottingham  
University Park  
NOTTINGHAM  
NG7 2RD**

Please note that requests for a review of our response must be received within forty days of the date of that response.

If you remain dissatisfied after following these steps, you can complain to the Information Commissioner's Office (ICO). You should do this within two months of receiving the University's final response to your complaint. For further advice on making a complaint to the ICO, please see their website at **[www.ico.gov.uk](http://www.ico.gov.uk)**

You can write to the ICO at:

**Information Commissioner's Office  
Wycliffe House  
Water Lane  
WILMSLOW  
SK9 5AF**

Email: **[enquiries@ico.gsi.gov.uk](mailto:enquiries@ico.gsi.gov.uk)**

You can also call their helpline (Monday-Friday 09:00-17:00):

**01625 545 745**

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**University of Nottingham  
Academic Services Division – Governance Team  
University Park  
NOTTINGHAM  
NG7 2RD**

**Tel. +44 (0) 115 823 2328  
FAX +44 (0) 115 9516 566**

**[freedom-of-information@nottingham.ac.uk](mailto:freedom-of-information@nottingham.ac.uk)**

**<http://www.nottingham.ac.uk/utilities/foi.aspx>**