

Freedom of Information Act 2000

## Information Access Request Form

Please read carefully the Guidance Note overleaf **BEFORE** you complete this form. It explains in detail the nature of Freedom of Information requests and tells you what is expected from you **AND** what you should expect from us.

### 1. Personal details of the applicant

Title (Dr/Mr/Mrs/Miss/Ms).....
First Name.....
Surname.....
Address.....
Post Code.....
Contact telephone number.....
E-mail address.....

**2. Details of the information required, continue on separate sheet if necessary.** Please provide as much detail about the information you would like to have and be as clear as possible in order that we can identify and process your request promptly.

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## **GUIDANCE NOTE - Freedom of Information Act 2000 – Access to information**

1. As of 1 January 2005 you have a general right of access to recorded information (subject to exemptions) held by public authorities that are subject to the Act.
2. Please check the GMC Publication Scheme at <http://www.gmc-uk.org/> to find out if the information you are requesting is already available there. If it is, then please follow the instructions contained there.
3. We have up to 20 working days to process your request from the date of receipt. If your request will take longer than this to process, we will notify you as soon as possible of the delay and the reasons for it, and advise you of an estimate of how long your request will take.
4. If a fee is required for us to process your request, we will write to you and notify you of the cost. If we do not receive the payment within 3 months of the fees notice, we will assume you no longer require the information and we will not take any further action on it.
5. If we are unable to satisfy your request we will let you know and give you the reason for this. Usually this is because:
  - a) The information is exempt from disclosure;
  - b) The cost to process your request exceeds the appropriate limit;
  - c) A fees notice has been issued and no payment has been received;
6. If we do not hold the information which you have asked for, but we are aware that it is held by another organisation, we will notify you of this and provide their contact details.
7. Please send your completed Information Access request form to the address below or via e-mail or fax:

Information Access Team  
General Medical Council  
3 Hardman Street  
Manchester  
M3 3AW

GMC FOI Helpline number: 0161 923 6316  
Fax Number: 0161 923 6201  
E-mail: [foi@gmc-uk.org](mailto:foi@gmc-uk.org)