



## ACCESS TO INFORMATION & PUBLICATION SCHEME

### Introduction

Berkshire College of Agriculture (BCA) is committed to making as much Information about college activities as possible generally available to the public either through published documents (including those published on the college website), or on request.

### Freedom of Information Act 2000: Publication Scheme

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information (FOI) Act 2000. The purpose of the Act is to promote greater openness by public authorities, which include further education colleges.

BCA has adopted the Model Publication Scheme produced by the Information Commissioner's Officer for further education colleges in October 2008. The Model Publication Scheme is attached as Annex 1 to this policy document. The Scheme provides a description of the "classes" or types of information that the Information Commissioner expects colleges of further education to make available unless:

- They do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release

In addition to the model scheme, organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the scheme: this guide is attached as Annex 2 to this policy document.

### How to access information

BCA will make available information it holds whether or not listed in the Guide to the Publication Scheme unless identified as not available under one of the exemptions provided for by the legislation. Any documents routinely available to the public are noted in the Guide in the descriptions of the different classes of information.

Some documents covered by the scheme are published in electronic format via the college's website at [www.bca.ac.uk](http://www.bca.ac.uk) or other websites as indicated. Other documents are only available in hard copy and will be provided on request.

We ask that requests are made in writing and a response will normally be made within 20 working days. A Freedom of Information Request Form is attached to this policy as Annex 3.

### Charging Policy

Printed information on courses and services offered by the college is available free of charge, as are packs issued to people responding to notices of job vacancies. If

requested, the College will produce publications and documents in other formats where it is reasonably practical to do so. For items not routinely available on request free of charge, or for items in other requested formats which incur additional cost, the College will usually make a charge. The charge will normally comprise the cost of photocopying or scanning (current photocopying charges and scanning charges are each 5p plus VAT per page) or the direct cost of putting the information into other requested formats, plus postage if applicable. In certain circumstances the college may waive the fee at its absolute discretion.

## Contact and Complaints

The contact for requests for documents, questions, comments or complaints about this policy or the publication scheme is:

Tracy Reeve  
Freedom of Information Manager  
BCA  
Hall Place  
Burchetts Green  
Maidenhead  
SL6 6QR

Tel 01628 827441  
Fax 01628 824695  
Email: [treeve@bca.ac.uk](mailto:treeve@bca.ac.uk)

## Complaints outside the College

The College will do everything in its power to meet enquirers' information needs. However, if the College is unable to resolve a complaint, enquirers have the right to complain to the Office of the Information Commissioner, the independent body which oversees the implementation of the Freedom of Information Act. The address is:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Originator	<i>Clerk to the Corporation</i>
Date of Last Approval	<i>9 December 2008</i>
Approval/ review body (ies)	<i>Governing Body</i>
Review interval (years)	<i>1</i>
Date of next review/ approval	<i>December 2009</i>
Evaluation	<i>Annual report to Governing Body</i>
File location	<i>College Staff Intranet/ Website</i>



## ACCESS TO INFORMATION & PUBLICATION SCHEME

### Model Publication Scheme for Further Education Colleges (Information Commissioner's Office October 2008) Descriptions of the 7 Main Information Classes & Sub-Classes

<b>1 Who we are and what we do</b>	
Current information on the College, structures, locations and contacts	
<b>Sub classes</b>	<b>Explanatory Notes</b>
1.1	<b>Legal Framework</b> Information relating to the legal and corporate status of the institution
1.2	<b>How the institution is organised</b> Information about the management structure of the institution, including a description of the Statutory Bodies and the organisational structure together with a description of the work of each unit and the names and responsibilities of key personnel. It is also expected that terms of reference, membership and description of all boards and committees would be provided under this heading. It should include department structures and identify senior personnel.
1.3	<b>Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it</b> On the basis that most of these bodies will be responsible for their own affairs, it is expected that this information need be only sufficient for the purposes of identifying the relationship between these bodies (such as business, the professions and the community) and the college.
1.4	<b>Location and contact details</b> If possible, named contacts should be given in addition to contact phone numbers and email addresses.
1.5	<b>Student activities</b> Information relating to the operation and activities of the Student Union and other clubs, associations and non-academic activities that are organised for or by the students can also be included where this information is held by the college.
<b>2 What we spend and how we spend it</b>	
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. It is expected as a minimum that financial information for the current and previous two financial years should be available.	
<b>Sub classes</b>	<b>Explanatory Notes</b>
2.1	<b>Funding/ income</b> Information on the sources of funding and income, such as funding grants, tuition fees, endowment and investment income (including investment strategy).

2.2	<b>Budgetary and account information</b>	Annual statement of accounts and other information to allow the public to see where money is being spent, where it is or has been planned to spend it and the difference between one and another. It is expected that revenue budgets and budgets for capital expenditure will be included.
2.3	<b>Financial audit reports</b>	
2.4	<b>Capital programme</b>	Information on major plans for capital expenditure including any public private partnership contracts.
2.5	<b>Financial regulations and procedures</b>	
2.6	<b>Staff pay and grading structures</b>	This may be provided as part of the organisational structure and should indicate, for most posts, levels of pay rather than individual salaries.
2.7	<b>Register of suppliers</b>	
2.8	<b>Procurement and tender procedures and reports</b>	Details of procedures used for the acquisition of goods and services. Contracts currently available for public tender and reports of successful tenders.
2.9	<b>Contracts</b>	It is expected normally that it should be necessary only to publish details of contracts that are of sufficient size to have gone through a formal tendering process.

### **3 What our priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews.

It is expected that information in this class will be available at least for the current and previous three years.

Below is a list of the type of information that It is expected that colleges of further education will have readily available for publication. Any other reports or recorded information demonstrating the college's planned or actual performance should normally be included.

<b>Sub classes</b>		<b>Explanatory Notes</b>
3.1	<b>Annual Report</b>	
3.2	<b>Corporate and Business Plans</b>	
3.3	<b>Teaching &amp; Learning Strategy</b>	
3.4	<b>Academic Quality &amp; Standards</b>	Information on the college's internal procedures for assuring academic quality and standards and qualitative data on the quality and standards of learning and teaching.
3.5	<b>External Review Information</b>	This will include information such as the annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review.

3.6	<b>Corporate Relations</b>	Information relating to the college's links with employers and the development of learning programmes.
3.7	<b>Government &amp; Regulatory Reports</b>	For example accreditation and monitoring reports by professional, statutory or regulatory bodies and information that an institution is legally obliged to make available to its funding and/or monitoring bodies.
<b>4 How we make decisions</b> Decision making processes and records of decisions.  It is expected that information in this class will be available at least for the current and previous three years.		
<b>Sub classes</b>		<b>Explanatory Notes</b>
4.1	<b>Minutes from governing body, council, academic boards and steering groups</b>	It is expected that minutes of meetings where key decisions are made about the operation of the college, excluding material that is properly considered to be private, will be readily available to the public.
4.2	<b>Teaching and learning committee minutes</b>	
4.3	<b>Minutes of staff / student consultation meetings</b>	
4.4	<b>Appointment committees and procedures</b>	
<b>5 Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities.  It is expected that information in this class will be current information only.		
<b>Sub classes</b>		<b>Explanatory Notes</b>
5.1	<b>Policies and procedures for conducting college business</b>	Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information should be included. Procedures for handling requests for information should be included
5.2	<b>Procedures and policies relating to academic services</b>	Some of these policies may already be covered in class 2 'What our priorities are and how we are doing' in the context of external review and academic quality and standards. Additional policies under this heading may include such matters as policies and procedures relating to changing course, regulations and policy on student assessment, appeal procedures and policy on breach of assessment regulations.
5.3	<b>Procedures and policies relating to student services</b>	This will include relevant policies and procedures as they apply, for example, to student admission and registration, accommodation, management of the student records system, the assessment of external qualifications, internal student complaints and appeals, and code of student discipline.

5.4	<b>Procedures and policies relating to human resources</b>	This will include the full range of human resources policies and procedures such as generic terms and conditions of employment, collective bargaining and consultation with trade unions, grievance, disciplinary, harassment and bullying, public interest disclosure, staff development (such as induction, probation, appraisal, promotions).
5.5	<b>Procedures and policies relating to recruitment</b>	If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.
5.6	<b>Code of Conduct for members of governing bodies</b>	
5.7	<b>Equality and Diversity</b>	This will also include policies, statements, procedures and guidelines relating to equal opportunities.
5.8	<b>Health and Safety</b>	
5.9	<b>Estate management</b>	This will include disposals policy, estates strategy and plan, facilities management policies, grounds and building maintenance.
5.10	<b>Complaints policies and procedures</b>	Complaints procedures will include those covering requests for information and operating the publication scheme.
5.11	<b>Records management and personal data policies</b>	This will include information security policies, records retention and archive policies, and data protection (including data sharing) policies.
5.12	<b>Charging regimes and policies</b>	Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published and clearly state what costs are to be recovered together with the basis on which they are made and how they are calculated.
<b>6 Lists and Registers</b>		
It is expected that this information will be contained only in currently maintained lists and registers.		
<b>Sub classes</b>		<b>Explanatory Notes</b>
6.1	<b>Any information we are currently legally required to hold in publicly available registers</b>	
6.2	<b>Asset registers</b>	It is not expected that colleges will publish all details from all asset registers. It is expected that some information from capital asset registers will be available.
6.3	<b>Disclosure logs</b>	Where a department produces a disclosure log indicating the information that has been provided in response to request it should be readily available. Disclosure logs are themselves recommended as good practice.

## **7 The services we offer**

Information about the services we offer, including leaflets, guidance and newsletters.

Generally this is an extension of part of the first class of information. While the first class provides information on the roles and responsibilities of the college, this class includes details of the services which are provided by the college as a result of them. It will also relate to information covered in other classes. Examples of other services that could be included are listed below

<b>Sub classes</b>		<b>Explanatory Notes</b>
7.1	<b>Prospectus and Course content</b>	
7.2	<b>Health Advice</b>	
7.3	<b>Careers Advice</b>	
7.4	<b>Chaplaincy Services</b>	
7.5	<b>Services for which the College is entitled to recover a fee (together with those fees)</b>	
7.6	<b>Sports &amp; recreational facilities</b>	
7.7	<b>Museums, libraries, special collections and archives</b>	It is expected that this will include guides to collections and scope and availability of catalogues.
7.8	<b>Conference facilities</b>	
7.9	<b>Advice and guidance</b>	
7.10	<b>Local campaigns</b>	
7.11	<b>Media releases</b>	

**GUIDE TO DOCUMENTS AVAILABLE UNDER THE PUBLICATION SCHEME**  
*(all requests via the Freedom of Information Manager - see Annex 3)*

- This is not an exhaustive list but indicative of the types of document held.
- If a document you require is not shown in this guide please contact the Freedom of Information Manager, Tracy Reeve on 01628 827441 or [treeve@bca.ac.uk](mailto:treeve@bca.ac.uk).
- Some information may in some circumstances be exempt from disclosure

*Items with an asterisk \* are held on the college website at:*

[www.bca.ac.uk](http://www.bca.ac.uk)

1 Who we are and what we do		
Sub classes		Documents
1.1	<b>Legal Framework</b>	<ul style="list-style-type: none"> <li>• Instrument and Articles of Governance</li> <li>• Legal status - conferred by the Further and Higher Education Act 1992 <a href="http://www.legislation.hms.gov.uk/acts.htm">http://www.legislation.hms.gov.uk/acts.htm</a></li> <li>• Charitable status - The college is an exempt charity under the powers conferred by the Further and Higher Education Act 1992</li> </ul>
1.2	<b>How the institution is organised</b>	<ul style="list-style-type: none"> <li>• College structure Charts</li> <li>• Introduction to the College</li> <li>• College Calendar</li> <li>• College Policies*</li> <li>• List of Governors*</li> <li>• Register of Interests of Governors</li> <li>• Corporation Committee structure and membership chart*</li> <li>• Standing Orders</li> <li>• Terms of reference Search Committee*</li> <li>• Terms of reference Corporation Committees</li> </ul>
1.3	<b>Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it</b>	<ul style="list-style-type: none"> <li>• LSC</li> <li>• Ofsted</li> <li>• DIUS</li> <li>• DCSF</li> <li>• Examining Boards</li> <li>• Schools</li> <li>• Employers</li> <li>• Local Authorities</li> </ul>

1.4	<b>Location and contact details</b>	<p>Switchboard 01628 824444</p> <p>email : <a href="mailto:enquiries@bca.ac.uk">enquiries@bca.ac.uk</a></p> <p>website (including staff contact details)</p> <p><a href="http://www.bca.ac.uk">www.bca.ac.uk</a></p> <p>Address:</p> <p>Hall Place Burchetts Green Maidenhead Berkshire SL6 6QR</p>
1.5	<b>Student activities</b>	<ul style="list-style-type: none"> <li>• Students' Union Constitution</li> <li>• List of Officers</li> </ul>

## 2 What we spend and how we spend it

Sub classes		Documents
2.1	<b>Funding/ income</b>	<ul style="list-style-type: none"> <li>• Annual budget as approved by Corporation</li> <li>• Annual audited financial statements</li> <li>• Contracting and tendering procedures</li> <li>• Insurance policy</li> <li>• Pension schemes</li> <li>• Remuneration of senior post-holders as published in annual accounts</li> </ul>
2.2	<b>Budgetary and account information</b>	<ul style="list-style-type: none"> <li>• Annual audited financial statements</li> <li>• Annual budget as approved by Corporation</li> <li>• Management accounts as reported to Corporation</li> </ul>
2.3	<b>Financial audit reports</b>	<ul style="list-style-type: none"> <li>• Annual financial statements and regularity audit report</li> <li>• Annual internal audit report</li> </ul>
2.4	<b>Capital programme</b>	<ul style="list-style-type: none"> <li>• Project Manager reports to Corporation on progress of capital projects</li> <li>• Annual capital budget as approved by Corporation</li> </ul>
2.5	<b>Financial regulations and procedures</b>	<ul style="list-style-type: none"> <li>• Financial regulations</li> </ul>
2.6	<b>Staff pay and grading structures</b>	<ul style="list-style-type: none"> <li>• Salary grades &amp; pay</li> </ul>
2.7	<b>Register of suppliers</b>	<ul style="list-style-type: none"> <li>• Register of College suppliers</li> </ul>

2.8	<b>Procurement and tender procedures and reports</b>	<ul style="list-style-type: none"> <li>Financial Regulations</li> <li>Contracting and tendering procedures</li> </ul>
2.9	<b>Contracts</b>	<ul style="list-style-type: none"> <li>Annual report on contracts valued over £20,000</li> </ul>
<b>3 What our priorities are and how we are doing</b>		
<b>Sub classes</b>		<b>Documents</b>
3.1	<b>Annual Report</b>	<ul style="list-style-type: none"> <li>Annual report</li> </ul>
3.2	<b>Corporate and Business Plans</b>	<ul style="list-style-type: none"> <li>Mission Statement and Strategic aims</li> <li>Strategic plan</li> </ul>
3.3	<b>Teaching &amp; Learning Strategy</b>	<ul style="list-style-type: none"> <li>Student support and supervision arrangements (ALS)</li> <li>Tutorial management</li> <li>Lesson Observations procedure/ feedback</li> <li>Learning policy</li> </ul>
3.4	<b>Academic Quality &amp; Standards</b>	<ul style="list-style-type: none"> <li>Annual Self Assessment Report</li> <li>Accreditation and monitoring reports by professional, statutory or regulatory bodies</li> <li>Course Portfolio</li> <li>Learner Surveys</li> <li>Course reviews</li> <li>Internal verification</li> <li>External Verifier report action plans</li> <li>Quality policy</li> </ul>
3.5	<b>External Review Information</b>	<ul style="list-style-type: none"> <li>List of external reviews and outcomes (reported to Teaching &amp; Learning Committee)</li> </ul>
3.6	<b>Corporate Relations</b>	<ul style="list-style-type: none"> <li>Marketing strategy</li> </ul>
3.7	<b>Government &amp; Regulatory Reports</b>	<ul style="list-style-type: none"> <li>Ofsted Inspection Report : last report can be accessed at <a href="http://www.ofsted.gov.uk/oxedu_reports/download/(id)/85268/(as)/130606_295864.pdf">http://www.ofsted.gov.uk/oxedu_reports/download/(id)/85268/(as)/130606_295864.pdf</a></li> </ul>
<b>4 How we make decisions</b>		
<b>Sub classes</b>		<b>Documents</b>
4.1	<b>Minutes from governing body, council, academic boards and steering groups</b>	<ul style="list-style-type: none"> <li>Minutes* and papers of Governing Body meetings and Steering Groups etc. <i>Remuneration Committee minutes are confidential due to Data Protection and Commercial Sensitivity issues. Very occasionally papers presented to or minutes of other meetings will be identified as confidential but the reasons for this will be given, including the date of review or release.</i></li> </ul>
4.2	<b>Teaching and learning committee minutes</b>	<ul style="list-style-type: none"> <li>Minutes of Teaching &amp; Learning committee</li> </ul>

4.3	<b>Minutes of staff / student consultation meetings</b>	<ul style="list-style-type: none"> <li>• Minutes of Course Representative committees</li> </ul>
4.4	<b>Appointment committees and procedures</b>	<ul style="list-style-type: none"> <li>• Recruitment Policies and procedures</li> <li>• Appointment procedures for Corporation Members*</li> </ul>
<b>5 Our policies and procedures</b>		
<b>Sub classes</b>		<b>Documents</b>
5.1	<b>Policies and procedures for conducting college business</b>	<ul style="list-style-type: none"> <li>• College Policies*</li> <li>• Management Procedures</li> <li>• College Charter</li> <li>• Child Protection Policy</li> <li>• Drugs and Alcohol Policy</li> <li>• Smoke Free Policy</li> <li>• Code of Conduct (staff and learners)</li> </ul>
5.2	<b>Procedures and policies relating to academic services</b>	<ul style="list-style-type: none"> <li>• Admissions &amp; Enrolment</li> <li>• Policy on plagiarism</li> <li>• Examination procedures</li> <li>• External examination bodies regulations</li> <li>• Quality Assurance Policy</li> <li>• Management of Learning</li> </ul>
5.3	<b>Procedures and policies relating to student services</b>	<ul style="list-style-type: none"> <li>• Student Handbook including information on <ul style="list-style-type: none"> <li>❖ Welfare/advice services</li> <li>❖ Health services</li> <li>❖ Careers services</li> <li>❖ Sports and recreational facilities</li> <li>❖ Finance</li> </ul> </li> <li>• Learning development and support</li> <li>• Learner Support Fund Policy</li> <li>• Learner Conduct and Discipline Policy</li> <li>• Services for students with special needs</li> <li>• Guide to Learning Centre Services and Rules</li> <li>• Copyright guidelines</li> <li>• IT usage - codes of practice</li> </ul>

5.4	<b>Procedures and policies relating to human resources</b>	<ul style="list-style-type: none"> <li>• Terms and conditions of employment</li> <li>• Induction</li> <li>• Probationary review</li> <li>• Attendance at work, absence and leave policy</li> <li>• Staff Development policy</li> <li>• Performance Appraisal Scheme</li> <li>• Retirement policy</li> <li>• Grievance procedures</li> <li>• Disciplinary policy and procedures</li> <li>• Harassment and bullying policy</li> <li>• Absence Management policy</li> <li>• Health and Safety policy</li> <li>• Public Interest Disclosure policy (for compliance with the Public Interest Disclosure Act)</li> <li>• Investors in People Assessment report</li> </ul>
5.5	<b>Procedures and policies relating to recruitment</b>	<ul style="list-style-type: none"> <li>• Recruitment Policies and procedures</li> </ul>
5.6	<b>Code of Conduct for members of governing bodies</b>	<ul style="list-style-type: none"> <li>• Code of Conduct for Corporation Members*</li> </ul>
5.7	<b>Equality and Diversity</b>	<ul style="list-style-type: none"> <li>• Disability Equality Duty*</li> <li>• Equal Opportunities Policy</li> <li>• Gender Equality Duty*</li> <li>• Race Equality Policy*</li> <li>• Annual Equalities Reports</li> </ul>
5.8	<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Health &amp; Safety Policy</li> </ul>
5.9	<b>Estate management</b>	<ul style="list-style-type: none"> <li>• Property strategy and plan</li> <li>• Tendering policies</li> </ul>
5.10	<b>Complaints policies and procedures</b>	<ul style="list-style-type: none"> <li>• Student/ Customer Concerns &amp; Complaints Procedure</li> <li>• Staff Complaints Procedure</li> <li>• Student Association complaints procedure</li> <li>• Complaints about the Freedom of Information procedures (Publication Scheme)*</li> </ul>
5.11	<b>Records management and personal data policies</b>	<ul style="list-style-type: none"> <li>• IT Security policies</li> <li>• Data retention and archive policy</li> <li>• Data protection policy</li> <li>• Access to information and publication scheme*</li> </ul>
5.12	<b>Charging regimes and policies</b>	<ul style="list-style-type: none"> <li>• Tuition Fees Policy including <ul style="list-style-type: none"> <li>❖ Information for home/EU students</li> <li>❖ Information for international students</li> <li>❖ Information on other charges</li> </ul> </li> </ul>

## 6 Lists and Registers

We expect this to be information contained only in currently maintained lists and registers.

Sub classes		Documents
6.1	<b>Any information we are currently legally required to hold in publicly available registers</b>	<ul style="list-style-type: none"><li>• Register of Interests</li></ul>
6.2	<b>Asset registers</b>	<ul style="list-style-type: none"><li>• Asset register</li></ul>
6.3	<b>Disclosure logs</b>	<ul style="list-style-type: none"><li>• Freedom of Information/ Data Protection Requests log</li></ul>

## 7 The services we offer

Sub classes		Documents
7.1	<b>Prospectus and Course content</b>	<ul style="list-style-type: none"><li>• Course leaflets</li><li>• Prospectus including:<ul style="list-style-type: none"><li>❖ Term dates</li><li>❖ Structure of courses</li><li>❖ Qualification gained</li><li>❖ Changing courses</li><li>❖ Work experience</li></ul></li></ul>
7.2	<b>Health Advice</b>	<ul style="list-style-type: none"><li>• Student Handbook</li><li>• Staff induction materials</li></ul>
7.3	<b>Careers Advice</b>	<ul style="list-style-type: none"><li>• Student Handbook</li></ul>
7.4	<b>Chaplaincy Services</b>	<ul style="list-style-type: none"><li>• Faith Reference Group Report</li><li>• Chaplaincy Agreement</li></ul>
7.5	<b>Services for which the College is entitled to recover a fee (together with those fees)</b>	<ul style="list-style-type: none"><li>• Tuition fee policy</li></ul>
7.6	<b>Sports &amp; recreational facilities</b>	<ul style="list-style-type: none"><li>• Student Handbook</li></ul>
7.7	<b>Museums, libraries, special collections and archives</b>	<ul style="list-style-type: none"><li>• Library catalogues</li></ul>
7.8	<b>Conference facilities</b>	<ul style="list-style-type: none"><li>• Hall Place Business Solutions brochure*</li></ul>
7.9	<b>Advice and guidance</b>	<ul style="list-style-type: none"><li>• Student Handbook</li></ul>
7.10	<b>Local campaigns</b>	<ul style="list-style-type: none"><li>• None</li></ul>
7.11	<b>Media releases</b>	<ul style="list-style-type: none"><li>• Press releases</li></ul>



## Freedom of Information Act 2000 Information Access Request Form

Please read carefully the College Access to Information Policy/ Publication Scheme 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.

Parts 1, 2, 3 and 4 must be completed as fully as possible.

### 1. Personal details of the applicant

Title (Mr/Mrs/Miss/Ms) .....	
First Name .....	Surname .....
Address ..... .....	
Telephone .....	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 to be as concise and as clear as possible in order that we can identify and process your request promptly. Any vagueness or ambiguity in your request will delay the processing).

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**3. Other Information** (Please provide any other details to identify or locate the information which would help us process your request e.g. your preferred format of the information requested, contact details of staff who may have your requested information, number of copies you would like etc)

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**4. Data Protection Notice** – The personal details you have provided to BCA on this form will be used to process your request for information. These will also be used to keep a register of requests so we can monitor our responses, ensure consistency and analyse trends. We will not disclose your details to any external third parties without your consent.

Signature .....

Date .....

**Important note – if the information you have asked for requires a fee, we will let you know on receipt of your request. If you choose to accept this fee charge, we will process your request upon receipt of payment**

Please send your completed request form to:

Tracy Reeve  
Freedom of Information Manager  
BCA  
Hall Place  
Burchetts Green  
Maidenhead  
SL6 6QR

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