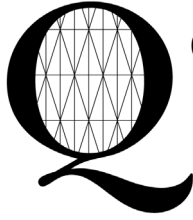


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Date Received:	
Reference Code:	



**Queen's University
Belfast**

**Freedom of Information Act 2000
Access Request Form**

Under the Freedom of Information Act 2000, you have a statutory right of access to information held and recorded by Queen's University Belfast subject to certain exemptions. All requests must be made in writing, providing a name and address for correspondence and describe the information sought, to qualify under the terms of the Act.

If you would like to request information from the University, then please complete this form and return to the **Information Compliance Unit, Registrar's Office, Queen's University Belfast, University Road, Belfast, BT7 1NN** or email info.compliance@qub.ac.uk.

Electronic copies of this form are available to download from <http://www.qub.ac.uk/home/InformationComplianceUnit>.

YOUR DETAILS

* Full Name:	Douglas J. Keenan
* Address:	The Limehouse Cut, London E14 6NQ
Telephone Number:	020 7537 4122
Fax Number:	
Email:	doug.keenan@informath.org

* Please note that we cannot provide you with the information you require unless you provide these details

DESCRIPTION OF THE INFORMATION YOU REQUIRE

Please provide a description of the information you would like Queen's University Belfast to provide you with. If your request relates to specific document(s), please provide any details of the document you may have (e.g. date of production, author etc). If you are uncertain how to describe the information you require, staff in the Information Compliance Unit will be happy to provide you with advice and assistance, or direct you to others who can help.

I request copies of files that

- (1) are stored in electronic form by the university,
- (2) hold data that was obtained the university's Palaeoecology Centre (or its predecessors), and
- (3) contain measurements of the widths of tree rings or ancillary information, such as the years in which the rings grew, species of the trees, descriptions of the locations of where the trees were found, etc.

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FORMAT OF INFORMATION

Where your request covers information that is already published by the University, we will provide you with directions on how to locate the appropriate information in its usual published format.

Otherwise, we can provide you with (please tick your preference):

<input type="checkbox"/>	The opportunity to view the information by appointment in the Information Compliance Unit Office.
<input type="checkbox"/>	The information in "permanent" form (e.g. photocopies of the relevant information).
<input type="checkbox"/>	The information in summary/"digest" form. (Available only if the information is in a format that can be summarised coherently and in reasonable time.)
<input checked="" type="checkbox"/>	Some other form (Please specify) Electronic: publicly-accessible web files (e.g. in the International Tree-Ring Data Bank), e-mailed file attachments, DVD-ROM, or similar.

NOTES

- (i) Though there is no limit to the scope of the information you may request, please note that the University may have the right to refuse vexatious requests (under Section 14 of the Freedom of Information Act 2000), to obscure or suppress information that relates to other third parties (under the terms of Principles 1, 6 and 7 of the Data Protection Act 1998) and to refuse to disclose information that is covered by relevant exemptions allowed by the Freedom of Information Act 2000.
- (ii) If your request is refused or is only answered partially, an explanation for our decision will be provided. You will be entitled to make an appeal to the University and relevant contact details will be provided. You will also be provided with details of how to make an external appeal to the Office of the Information Commissioner.
- (iii) In cases where the University holds only some of the information requested, we will respond as fully as we can. Should there be a need to redirect an enquiry to some other public body you will be informed of this immediately.
- (iv) Queen's University Belfast has the right to ask for clarification of any request for information where it does not prove possible to identify the information needed from the original description provided.
- (v) The University reserves the right to apply a charge for the provision of any information provided in accordance with the statutory Fees Regulations. A Fees Notice will be issued should a charge prove necessary. Information requested will not be disclosed until the payment has been received.
- (vi) All requests received by the University must be processed within 20 working days except in the following circumstances:
 - When a Fees Notice has been issued and payment has not been received (up to a maximum of 3 months).
 - When a request for clarification has been issued and relevant information has not been provided.
 - When it is necessary for the University to consider the public interest in applying one or more exemptions. Should this be necessary, you will be informed of the expected date of conclusion.

OFFICE USE ONLY

Request Received (date):					
Request Acknowledged (date)					
Search Fee:	£	Fee Notice Issued (date):		Fee Received (date):	
Clarification Requested (date):		Clarification Received (date):			
Public Interest Notification (date):		Estimated Date of Decision:			
Date Completed:					
Confirmed (signature):					