

FOIA Request Form

TITLE:	
FIRST NAME:	
SURNAME:	
EMAIL ADDRESS:	
CONTACT TELEPHONE NO.:	
ADDRESS:	
MY REQUEST RELATES TO THE BELOW AREA OF THE UKEB:	<input type="checkbox"/> Influencing projects <input type="checkbox"/> Endorsement projects <input type="checkbox"/> Operational/Resources <input type="checkbox"/> None of the above
INFORMATION REQUEST DETAILS:	
I HAVE READ AND UNDERSTAND: (Please check box to confirm)	
<input type="checkbox"/> The UKEB takes seriously its obligations under FOIA and is committed to transparency wherever possible. In some circumstances however, it is not possible to disclose all or any of the information sought by a requestor. Under the Act, public authorities are entitled to withhold information when an appropriate exemption can be applied. Examples of information which might be withheld from disclosure include non-public and/ or commercially sensitive information relating to the UKEB itself or its stakeholders; and personal data about UKEB members. The UKEB will consider each request under the Act on its own merits and determine whether exemptions might apply to the information we hold. In some cases, it may be appropriate for the UKEB to neither confirm nor deny whether we hold any information responsive to the request.	
I HAVE PROVIDED YOU WITH AT LEAST ONE METHOD OF CONTACTING ME:	<input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> Postal Address
I WISH TO BE INFORMED BEFORE YOU CONTACT A THIRD PARTY ABOUT MY REQUEST:	<input type="checkbox"/> Yes <input type="checkbox"/> No
I HAVE READ AND I UNDERSTAND: (Please check box to confirm)	
<input type="checkbox"/> I understand that you may need to contact me to discuss my request and that you will use the contact details I have provided unless indicated otherwise in the box below.	
ANY OTHER INFORMATION YOU WOULD LIKE US TO KNOW:	
I HAVE READ AND I UNDERSTAND: (Please check box to confirm)	
<input type="checkbox"/> I have read and understand the FOIA Policy	