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7. Timeframe(s)

8. Declaration

I, _____, do hereby declare that the information requested is necessary for the purposes of the exercise of my official functions and that I have taken all reasonable steps to ensure that the information is not exempt from disclosure under the Freedom of Information Act 2000.

I include with this request the following documentation:

Data Protection Legislation

I will ensure that the information requested is processed in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018. I will ensure that the information is processed lawfully, fairly and transparently, and that I have a valid legal basis for processing the information. I will ensure that the information is processed for the purposes specified in the request and that I have taken all reasonable steps to ensure that the information is not exempt from disclosure under the Freedom of Information Act 2000.

I, _____, do hereby declare that the information requested is necessary for the purposes of the exercise of my official functions and that I have taken all reasonable steps to ensure that the information is not exempt from disclosure under the Freedom of Information Act 2000.

The completed form should be returned by post or email to:

The Information Office c/o Legal Services
Bournemouth University
Studland House
12 Christchurch Road
Bournemouth
Dorset
BH1 3NA
UK

Email dpo@bournemouth.ac.uk