

OPEN UNIVERSITY WORLDWIDE LTD

REQUESTING INFORMATION FROM THE COMPANY

So far as is possible, Open University Worldwide Ltd. wishes to provide members of the public with any information they need that we hold. We are committed to promoting public understanding by publishing information on our web site, and we will make every effort to provide, where practical and permissible, additional information to members of the public in cases where this does not provide them with the information they require.

Under the terms of the Data Protection Act 1998 and the Freedom of Information Act 2000, individuals have rights in regard of obtaining information held by the company.

Request for information relating to *yourself*

Under the terms of the Data Protection Act 1998 you are allowed to ask us for any information held about you as an individual. If you wish to make an enquiry about data that relates to yourself, please write to our Data Protection Officer, enclosing the payment of £10.00. The address is:

Open University Worldwide Ltd.
Data Protection Officer
Walton Hall
MILTON KEYNES
MK7 6AA

Request for other information held by Open University Worldwide Ltd.

Under the terms of the Freedom of Information Act 2000 you are allowed to ask us to provide you with any information that we hold.

We already publish a significant amount of our information on our company and Freedom of Information web sites:

www.ouworldwide.com
www.ouw.co.uk
www.corous.com
www.ouworldwide.com/foi

Before submitting any request you should check these web sites to determine whether the information you require is already available.

If you wish to make an enquiry about data held by us which does not seem to be already available, please write to our customer services department at:

Open University Worldwide Ltd.
Customer Services (Freedom of Information Request)
Walton Hall
MILTON KEYNES
MK7 6AA

Please provide us with enough details so that we can identify the data you require.

When we receive your request we will search for the information you need. If we cannot determine exactly what information you require, we will contact you as soon as possible to clarify your request. If we already publish the information you require, we will send you details of how to find the information.

In all other cases, the information you need will be located and provided to you in your preferred format. Please note, some information may be exempt from your access; we will provide what information we can and also explain why other information has not been released to you. Also, we may charge a fee to cover the costs of our search and any copying; the information will be released to you when payment is received.