

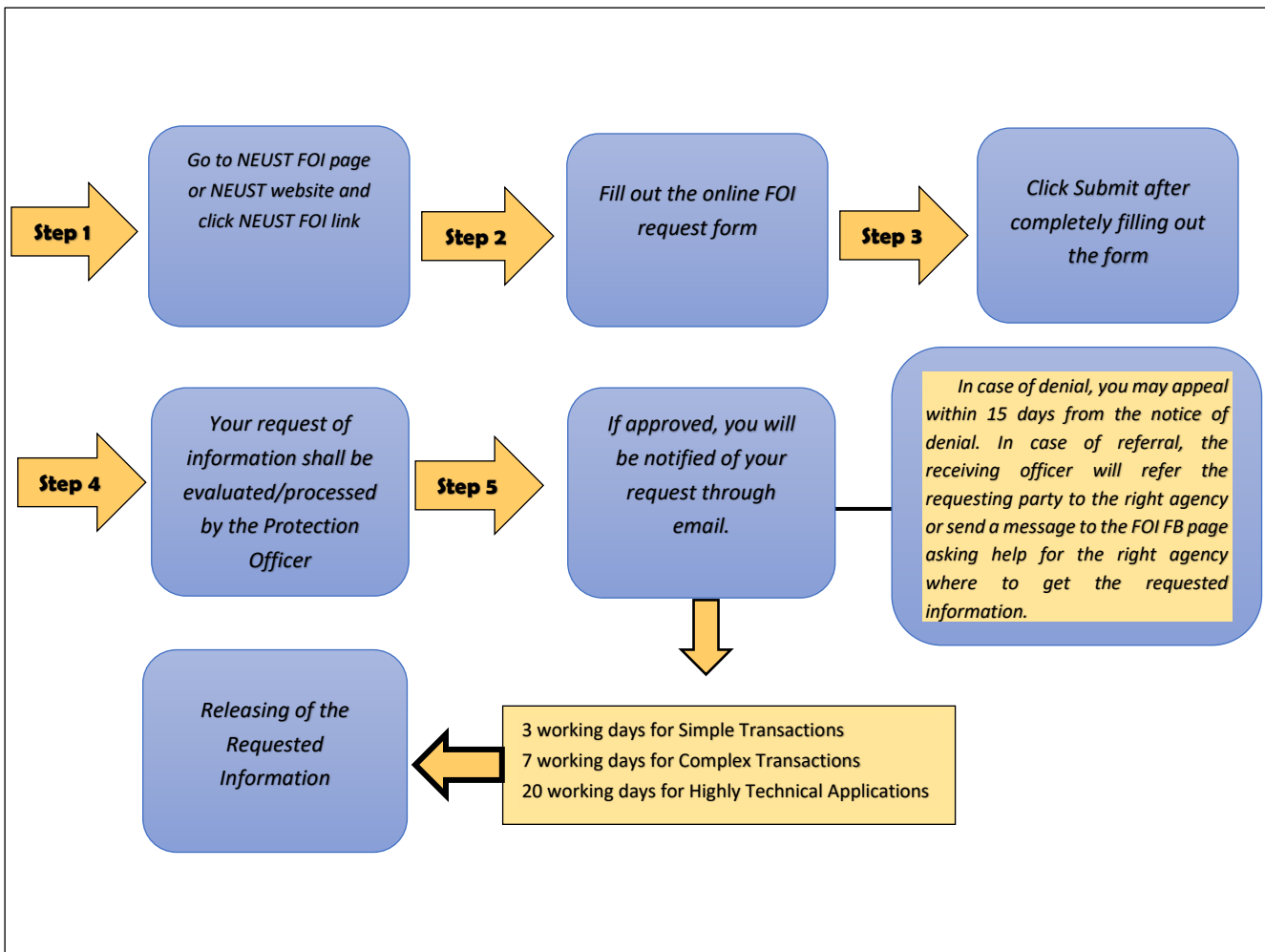


### ***Freedom of Information One-Page Development Manual***

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#### **NEUST PROCEDURES ON THE REQUEST OF INFORMATION**

In accordance with **Section 9 of Executive Order No. 2, s. 2016**, the following procedures shall be systematically observed by the “**Requesting Party**”



**Basic Request Procedure**

Proof of Identification and the completely filled out request online form.

**NEUST FOI Appeals**

If the request for information is denied, the requesting party may appeal through email provided that the appeal will be filed by the same person who made the request within the prescribed processing time from the notice of denial. The appeal shall be decided by the Data Protection Officer based on the prescribed processing time from the date the appeal was received by the DPO.