

## Appendix A – Applicant Details

<b>Information Type</b>	<b>Scope</b>	<b>Derivation</b>	<b>Priority</b>
Applicant title <i>[See requirement N-ST-03: GDSC - Data Element: Person Title]</i>	FoI / EIR / DPA / appeals	Manual	HD
Applicant first name <i>[See requirement N-ST-03: GDSC - Data Element: Person Given Name]</i>	FoI / EIR / DPA / appeals	Manual	HD
Applicant initials <i>[See requirement N-ST-03: GDSC - Data Element: Person Initials]</i>	FoI / EIR / DPA / appeals	Manual	D
Applicant surname <i>[See requirement N-ST-03: GDSC - Data Element: Person Family Name]</i>	FoI / EIR / DPA / appeals	Manual	E
Applicant address * <i>(Could be derived from Post Code for UK-based applicants)</i> <i>[See requirement N-ST-03: GDSC - Data Element: UK Postal Address]</i>	FoI / EIR / DPA / appeals	Manual / Automatic	E
Applicant post code * <i>[See requirement N-ST-03: GDSC - Data Element: Post Code]</i>	FoI / EIR / DPA / appeals	Manual	E
Applicant country <i>[See requirement N-ST-03: GDSC - Data Element: Country Code]</i>	FoI / EIR / DPA / appeals	Manual	D
Organisation name <i>(Could develop a central list of names to refer to /update, rather than free text)</i> <i>[See requirement N-ST-03: GDSC - Data Element: Organisation Name]</i>	FoI / EIR / DPA / appeals	Manual	D
Applicant telephone number <i>[See requirement N-ST-03: GDSC - Data Element: UK Telephone Number]</i>	FoI / EIR / DPA / appeals	Manual	D
Applicant fax number <i>[See requirement N-ST-03: GDSC - Data Element: UK Telephone Number]</i>	FoI / EIR / DPA / appeals	Manual	D
Applicant email address * <i>[See requirement N-ST-03: GDSC - Data Element: Internet e-Mail Address]</i>	FoI / EIR / DPA / appeals	Manual	E

<b>Information Type</b>	<b>Scope</b>	<b>Derivation</b>	<b>Priority</b>
Applicant accessibility requirements <i>This would be complementary to the Required Response Format recorded against the RFI. (Used to record any specific accessibility requirements such as needing Braille or large-print versions of letters / documents)</i>	FoI / EIR / DPA / appeals	Manual	D

- \* An address for correspondence required under the access regimes can either be a postal address (with post code) or an email address.