**FREEDOM OF INFORMATION**

**Request for Information from Inverclyde Council**

**Please return this form by email to** **FOI.AccessRequest@inverclyde.gov.uk**

**Your Name:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: |  | Forename: |  | Initials: |  | Title: |  |

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| --- |
| **Your Address:** |
| House/Premises Name: |  | Tel: |  | (contact) |
| House/Premises No: |  | Numbers: |  | (mobile) |
| Street/Road: |  |  |  |  |
| Town: |  |  |  |  |
| County: |  | Email: |  |
| Country: |  | Address: |  |
| Post Code: |  |  |  |

**What Information are you Requesting?** (please provide as much detail as possible, as this will assist us in responding to your request).

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**What is the Purpose of Your Request?** (you do not have to provide this information but, by understanding the background, we may be able to more fully respond to your request).

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**Please Tick Which of these Groups You Represent:**  (you do not have to provide this information, but it will be helpful to us for monitoring purposes).

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| **Private Individual** |  | **Academic** |  | **Prefer not to answer** |  |
| **Business** |  | **Charity, Lobby or Campaign Group** |  | **Other Group Type** (please describe) |  |
| **Media** |  | **Councillor, MSPs, MPs or Peers** |  |  |

|  |  |  |
| --- | --- | --- |
| **How would you like us to Communicate our reply to you?** Please tick one ofthese boxes | **by letter** |  |
| **by Email** |  |

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| --- | --- | --- | --- | --- |
| **Signature:** |  |  | **Date:** |  |

**The information which you provide [on this form/through this part of the Council’s website] will be processed by Inverclyde Council (which is the “data controller” for purposes of the Data Protection Laws) in order to process your application under the Freedom of Information (Scotland) Act 2002 and respond to you as required by that Act, which may include Council staff contacting you in order to clarify your request or to assist you in making a request under the Act. Inverclyde Council will not disclose the personal information which you provide to any outside person or organisation except where required to do so by law or with your own consent.**