

**ANGUS COUNCIL
INFORMATION REQUEST FORM**

INSTRUCTIONS

Please complete this form if you want to obtain information from the Council. You have a right to access "recorded" information held by the Council. This covers information held in paper form or on computer such as copies of e-mails, handwritten notes and videos. It does not matter how old the information is. The Council must provide you with the information unless any exemptions apply.

Most requests for information will be free. However, the Council is allowed to charge a fee for answering some requests for information. If we plan to charge a fee, we will tell you what the fee will be before we provide the information. We will not provide the information until any fee is paid.

In order to help us find the information you want, please complete the appropriate part of this form as accurately as you can, giving as much detail about the information as possible. This will help us find the information you want as quickly as possible.

Please note that if you want to access personal information about yourself, this is covered by the Data Protection Act 1998. There is a separate Request For Personal Information Form that you can complete if you would like access to your personal information as the rules for access are slightly different eg we will need evidence of your identity. This Form is available from most Council Offices, by calling ACCESS Line on 08452 777778 or by logging on to the Council's website: www.angus.gov.uk

We have produced a leaflet that sets out your rights under the Freedom of Information (Scotland) Act 2002, called "Freedom of Information – A Guide for Customers". You might find it helpful to read this leaflet before completing this form. This leaflet is available from most Council Offices, by calling ACCESS Line on 08452 777778 or by logging on to the Council's website: www.angus.gov.uk

PLEASE COMPLETE THE FOLLOWING:

Full name:
Address:
Telephone Number:
Email:

What type of information would you like to access? (Please be as detailed as possible, letting us know if possible what Council service your request relates to, approximate dates, etc)

If the information you want is not held by the Council and we confirm it is held by another public body, we can transfer your request to the other public body to deal with. Please tick the box if you would like us to transfer your request in these circumstances.

Protection of your personal information - please note that this applies to individuals only.

The information you have provided will be used by Angus Council (the "data controller" for the purposes of the Data Protection Act 1998) to process your request for information and for managing our database of requests. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed.

You have the right to request access to personal information that the Council holds about you and to have any inaccuracies corrected. If you wish to do this please contact the Head of Law and Administration on (01307) 476261 or e-mail LAWADMIN@angus.gov.uk

Signature

Date.....

Please return the completed form to the Director of the Department that is likely to hold the information. Alternatively, please return it to the Head of Law and Administration, Angus House, Orchardbank Business Park, Forfar DD8 1AN or e-mail your request to LAWADMIN@angus.gov.uk