Access to information

Information request form

NEWARK & SHERWOOD DISTRICT COUNCIL

1. About you

Our reference:

To be completed by all applicants - a name and contact address is required for all information requests, an email address is sufficient for requests for non-personal information.

Title - tick box as appropriate

☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other (please specify)

Your name

Your address

Post code

Email address

If your request is for your own personal information please provide any previous names or addresses you may have had while living in the district. If you need more room please attach a seperate sheet.

☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other (please specify)

Your name

Your address

Post code

2. The Information you are requesting

To help us find the information you need please give us as much detail as possible including which section of the Council you think has the information and the time period it covers, if applicable.

Please complete the other side before sending

3. Providing the information

If the council holds and is able to release the information you have requested, how would you prefer the information to be provided to you? (please tick the appropriate box)

☐ Electronic copy ☐ Printed copy ☐ Make an appointment to view

Our preferred format for providing large volumes of information is on a CD in Adobe pdf format. This is more convenient for you, for example CD's are searchable, and cost effective for the council.

If you require electronic information in a format other than Adobe pdf please state which format you prefer.

Note: It may not be possible to provide some information in a specific format.

4. Important information - please read before signing

Requests for your own personal information

Requests for your own personal information or **Data Protection requests are subject to a statutory £10 fee**. You will be advised how this fee can be paid when we acknowledge receipt of your request.
For security reasons personal information will be not normally be sent to an email address, however exceptions may be made in some circumstances.
You will be required to provide some form of identification prior to personal information being released. Examples of acceptable forms of identification include a photo driving licence, passport, medical card or birth certificate.

Requests for non-personal information

Requests for non-personal information may be subject to a charge, if so you will be informed of this charge by way of a 'Fees Notice'. You will have three months from the date of the notice to pay the fee by cheque or in person at Kelham Hall after which time the request will be closed.

Advice and assistance

If you need any help or have any questions regarding requests for information please contact us at the address below, email us at freedom@nsdc.info or telephone 01636 650000.

5. Signature and date

Signed

Date

Please return this form to: Information Governance, Newark & Sherwood District Council, Kelham Hall, Newark on Trent, Nottingham NG23 5QX.

When we receive your completed form we will send you with a unique reference number for your request and give you a date by which you will receive the information or, if we are unable to provide the information, we will tell you why and explain your rights to appeal against our decision.

The personal information you have given on this form will only be used to enable us to process your request for information and will at all times be treated in accordance with the Data Protection Act 1998. To find out more about how we use your information or your rights under data protection either email us at freedom@nsdc.info or you can call us on 01636 650000.