

# Access to information

## Information request form



### 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 separate 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 information is in electronic Adobe PDF format. This is more convenient for you, for example the information will be 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 telephone: 01636 650000, 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](mailto:freedom@nsdc.info) or telephone 01636 650000.

### 5. Signature and date

Signed

Date

**Please return this form to: Information Governance, Newark & Sherwood District Council, Castle House, Great North Road, Newark, Notts NG24 1BY**

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](mailto:freedom@nsdc.info) or you can call us on 01636 650000.**