

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 are known as subject access requests or personal information requests. For security reasons if you have chosen to receive your personal information electronically it will only be sent by encrypted email.

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 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.

General Data Protection Regulation 2016 Privacy Notice

The personal information you provide will only be used by Newark and Sherwood District Council, the data controller, in accordance with General Data Protection Regulation 2016 to process your application. The basis for processing this information is to enable the council to provide the service that you are requesting. Your personal information will not be shared with any third party other than our data processor. Your personal information will be kept in accordance with the council's retention policy and schedule. For further details about how your information may be used or about your rights under this legislation please see our full privacy notice on our website or contact the council's Information Governance Officer on 01636 655216 or email freedom@nsdc.info