



FREEDOM OF INFORMATION REQUEST FORM

The Freedom of Information Act 2000 gives a general right of access by the public to all types of information held by Totnes Town Council subject to any exemption imposed by that legislation.

If you wish to make a request for information under the Freedom of Information Act, please fill out the form below and return to either Totnes Town Council, The Guildhall Offices, 5 Ramparts Walk, Totnes, Devon, TQ9 5QH or email administrator@totnestowncouncil.gov.uk

Please note that in order for your request to be processed, you will need to submit your contact details including your name and either your postal address or an email address (or both).

Name..... Date.....

Address.....
.....

Email.....

Organisation (if applicable).....

Phone Number.....

Your Request

Data Protection Fair Processing Statement

The information which you provide on this form will be held by Totnes Town Council. This information will be used for the purpose(s) of administering your request for information under the Freedom of Information Act. We intend to keep the information which you provide for 3 years. This information will be held securely and will not be disclosed to

anyone other than officers investigating your request, without your permission. The information which you provide will be destroyed in a secure manner when the retention period has expired.

OFFICE USE ONLY

Date of Receipt /...../.....

Due Date for Response (20 working days from date of receipt) /...../.....

Any Clarification Required? Yes/No

Date Response Sent /...../.....