

FREEDOM OF INFORMATION REQUEST FORM

Freedom of Information requests should be made in writing. Please fill in the form below as fully as possible so that we can deal with your request efficiently.

Items marked with an asterisk (*) must be completed.
Other information may help us with your enquiry, but you do not have to supply it.

Today's Date	
Personal Details	
Title	
First Name *	
Surname *	
Organisation	
Contact Details	
Address	
Postcode	
Telephone no.	
E-mail Address * <i>(or address if not available)</i>	
Information Required	
Please enter below the information you require (please include as much detail as possible) *	

Reason for the Request

Please enter below the reason(s) you need the information if you think that this will help us to find what you want to know.

Information Format

Please enter below the way you would like the information supplied to you: (electronic, personal viewing, photocopies etc.)

Data Protection:

The information you have provided on this form will only be used in relation to processing and consideration of your Freedom of Information.

FCCT will share the information with the service area which relates to your Freedom of Information request; if further processing is needed you will be advised of this by the relevant service. We will contact you to obtain your permission if it becomes necessary to pass on any personal information.

Your personal information will be kept for 6 months from the date your enquiry was closed in line with our data retention policy; it will be stored in our secure Freedom of Information files with restricted authorised access.

FCCT Use Only

Date Received		Acknowledged	
Processed		Information sent	
Retain Until			