

Request for Information



Application for Information held by Shropshire Council

- If you are requesting personal information we may hold about you, please complete the Access To Personal Information Request form.
- For all other requests for information, please complete this form.

1. Details of Applicant

Title: **Forename/s:**..... **Surname:**

Organisation (if applicable):

Address:

.....

..... **Post code:**

Telephone No/s (please include STD code):

This telephone number is important as we may need to clarify details of your request.

E-mail address:

2. Details of the Request. Please supply as much information as possible to help us locate the information you require (please add additional sheets if necessary).

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3. Purpose of the Request. This information is optional but may help when processing your request.

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4. How would you like the information to be supplied? Charges may apply for providing information in some formats. If applicable, we will inform you of any charges prior to processing your request.

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Shropshire Council will hold this information in accordance with Data Protection Legislation and will only use it for the purpose of processing this request.

Signed: **Date:**

Please send your completed form to:

Information Governance Officer, Shropshire Council, Shirehall, Shrewsbury, Shropshire, SY2 6ND

OFFICE USE ONLY

Internal Reference No.: _____ Date received: ____ / ____ / _____