

REQUEST FOR INFORMATION

Held by the council



This form should not be used for personal information requests about yourself. If you want to know what information the council holds about you then please use the Data Protection Act subject access request form.

Privacy Notice

The personal information that you provide will be held securely and will only be shared for planning the provision of services, providing a service to you, informing you about council services, seeking your views and to enable auditing of council activities.

Anonymous statistical information may also be passed to other organisations to assist in the planning and monitoring of services.

In addition Plymouth City Council must cooperate with the prevention and detection of crime which may result in information about you being passed to others.

If this form is completed on behalf of someone else, or personal details or contact data about a third party are provided, then it is your responsibility to make sure that you have informed the other person of what you have told the council.

The Data Controller for Plymouth City Council is the Corporate Information Manager based at the Civic Centre, who can be contacted about the use of your personal information. Email: info@plymouth.gov.uk

Return of this form

Please email this form to info@plymouth.gov.uk, return to a Council office, or send to Information Requests, Plymouth City Council, Customer Services, Civic Centre, Plymouth, PL1 2AA.

I. Your Name (applicant)

Title	
Forename	
Surname	
If the request is on behalf of an organisation please provide the name of the organisation	
If completing this form on behalf of the person named above then state your name	

2. Address

Please provide the Email or Postal address depending on how you wish to receive the results of this application.

Email address (please check that this is correct)	
Postal address	
Postcode	
Phone number (this may be helpful if we need to clarify your application)	

3. Your request

Please describe the information you expect to receive as clearly as possible.

The Council provides data and information that it has recorded and is not obliged to answer questions/questionnaires asking for an opinion e.g. "Please provide the contract arrangements for providing support to older people" rather than sending us a questionnaire asking for the council's view about the support requirements for older people.

4. Exemptions and Fees

The council may not be able to supply the information because it is subject to an 'exemption' or 'exception'. Some of the exemptions are 'absolute', for example, if the request is for information that was provided in confidence, and some only apply in cases where it is felt that the public interest is better served by withholding the information than by disclosing it. If we have to refuse your request we will tell you the reason for the refusal, including any exemptions that apply. Once the information has been identified the Council may also charge a fee for processing and delivering the information to you. We will notify you about any fee that will be charged before the information is provided.

The information we provide can be used for your own personal purposes, news recording or non-commercial research. However copyright restrictions may apply to any maps or photographs that are requested.

5. I intend to use the information for commercial purposes (please explain)

If you wish to apply to re-use the information for commercial purposes (under the Re-use Of Public Sector Information Regulations) please describe here. You will be advised if there is an additional charge for re-use and any restrictions on usage that apply.

6. Timescale

We will seek to provide the information that you have requested within 20 working days from the date of receipt, or let you know from where else it can be obtained.

7. Advice

If you require assistance in knowing what information you can request from the council then please ask to speak to a council officer, or contact the Information Commissioner at:
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.
Telephone: 0303 123 1113. Website: www.ico.gov.uk