

# Information Governance

## Information Request Form



**Falkirk Council**

Please use this form to ask for **information** under the **Freedom of Information (Scotland) Act 2002** or **environmental information** under the **Environmental Information (Scotland) Regulations 2004**. You can ask for environmental information verbally, but it helps us if you use this form.

If you want to ask for information about yourself **under** Data Protection legislation, please use the **Personal Data request form**

### Applicant Details: (Please print clearly in pen)

Surname: \_\_\_\_\_

First Names: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode \_\_\_\_\_

Phone (Day): \_\_\_\_\_ (Evening) \_\_\_\_\_

Email: \_\_\_\_\_

### Request Details: (Please provide as much detail as possible about the information you are looking for)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please email your completed form to [Information.Team@falkirk.gov.uk](mailto:Information.Team@falkirk.gov.uk). Alternatively, you can post your request to Information Team, Falkirk Council, Suite 3.2, The Forum, Callendar Business Park, Falkirk FK1 1XR.

Your privacy is important to us. You can find out how we deal with your personal information at <http://www.falkirk.gov.uk/privacy/council-democracy/information-requests.aspx>