

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. Alternatively, you can post your request to Information Team, Falkirk Council, The Foundry, 4 Central Boulevard, Central Park, Larbert FK5 4RU.

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>