

Please complete this form when requesting information from Teignmouth Town Council, providing as much detail as possible about the information you are requesting. This will enable the Council to identify and locate the relevant information, which enables your request to be processed in an efficient manner.

Please return the completed form to: Teignmouth Town Council, Bitton House, Bitton Park Road, Teignmouth, TQ14 9DF

**Applicant Details**

Title:       Forename:       Surname:

Name of Organisation:

Address:

Contact Telephone Work:       Home:

Email Address:

Signed:       Date:

**Details of Request**

Please provide a detailed description of the information you are requesting. Ambiguous requests will be returned for additional information to enable the Council to identify and locate the information requested. Please continue on a separate sheet if necessary.

**Advice & Assistance**

You have the right to ask for any information you think a public authority may hold. The right only covers recorded information which includes information held on computers, in emails, and in printed or handwritten documents, as well as images, video and audio recordings.

You should identify the information you want as clearly as possible.

Your request can be in the form of a question, rather than a request for specific documents, but the authority does not have to answer the question if this would mean creating new information or giving an opinion or judgement that is not already recorded.

Some information may not be given because it is exempt, for example because it would reveal personal details about somebody else.

For advice and guidance on submitting a request for information, visit the Information Commissioner’s website at: <https://ico.org.uk/your-data-matters/official-information/>

**General Data Protection Regulation & Data Protection Act 2018**

The personal information you provide will be used to process and administer your request for information. It may be shared internally within the Council and externally with other agencies for this purpose. Personal information will be held in accordance with the requirements of General Data Protection Regulation & the Data Protection Act 2018.

Teignmouth Town Council’s full privacy notice can be found at: <http://www.teignmouth-devon.gov.uk/_UserFiles/Files/Privacy%20Notice.pdf>