

The **Freedom of Information Act 2000** gives a general right of access to information that East Lindsey District Council holds or produces.

The **Environmental Information Regulations Act** give members of the public the right to access environmental information held by public authorities.

The **Data Protection Act** gives the individual (Data Subjects) right of access and other rights to personal information held about them by East Lindsey District Council.

**Please note that there may be a fee payable depending upon the amount of information you are requesting. Any costs will be made known to you before the information is released.**

**1. Full details of the person making the request:**

Surname:  Forename(s):

Title (Mr/Mrs/Ms/Miss):

Address:

Postcode:

Telephone No:  Email:

**2. Full details of the information you are requesting. Please describe the information you want as clearly as possible:**

(Continue on separate sheet of paper if necessary.)

### 3. Additional Information

Information to assist us in providing the information you require i.e. Service Area/Account Numbers/References and all relevant dates.

### 4. How would you like to receive it?

Hard copy .....

E-mail .....

Collect in person .....

### 5. Other Data Protection Rights

If you would like to exercise other rights under the Data Protection Act (please see our website for information) then please state them here:

Signature:

Date:

Please see Guidance Notes for general assistance and other information.

# Data Protection Notice for Information Request

East Lindsey District Council is a Data Controller and can be contacted at: Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP. Tel 01507 601111. The Data Protection Officer can be contacted at the same address.

We are collecting your personal data in order to process your application for information under Freedom of Information, Data Protection or Environmental Information legislation.

Your data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for 6 years for requests under the Data Protection Act and 2 years plus the current year for other requests, in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113

For further information on our Data Protection Policies please go to our website.

# General Guidance Notes For Your Information

1. East Lindsey District Council has to respond to your request within 20 working days of receipt for requests for information under Freedom of Information and Environmental Information Regulations and one month for Data Protection Act requests (from 25.5.2018). If the request will take longer than this, we will write to you with an estimate of how much longer it will take us.

We will endeavour to respond promptly and within the timescales above commencing upon the latest of the following:

- Our receipt of this request; or
  - Our receipt of any further information, including any payment, which is required from you to enable us to comply with your request.
2. If we are unable to satisfy your request i.e. because we don't have the information or what you have asked for is covered by an exemption under the Freedom of Information Act and/or the Data Protection Act we will let you know and give you reasons.
  3. If the request is for information held by another public body, we will advise you where possible on how you should proceed with your request.
  4. We reserve the right to refuse requests that we consider unreasonable. The criteria we will use in deciding reasonableness include but are not limited to:
    - amount of employee time involved
    - quantity of information involved
    - whether we consider the request is vexatious (insufficient grounds)
    - whether your request has been repeated before a reasonable time has passed
    - whether your request is similar to a previous request
    - whether your request is the same or similar to a number of requests from other parties or pressure groups which appear to be part of a campaign
    - whether the information is publicly available.
  5. We will not satisfy a request requiring us to undertake research or where someone requests 'everything - all my documents.'

Further information about the Freedom of Information Act and Environmental Information Regulations Act, is available on our website at [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk) where you may also request information electronically by using the Information Request Form.

Please return this form to:

Information Management Team  
East Lindsey District Council  
Tedder Hall, Manby Park  
Manby, LOUTH  
Lincolnshire LN11 8UP  
United Kingdom

Tel: 01507 601111

E-Mail: [information.management@e-lindsey.gov.uk](mailto:information.management@e-lindsey.gov.uk)