



Freedom of Information

REQUEST TO ACCESS INFORMATION

Wherever possible, we will try to respond to your request within 20 working days and where we are unable to respond within 20 working days, we will contact you and tell you when we will be able to provide you with a response. We will always try to respond fully to your request but there may be some information that we do not make available because it is protected by statutory legislation (e.g. personal or confidential information). We may make a charge for the information you have requested and where this is the case, we will inform you before we release the information.

If you would like to access information relating to you personally, you will need to submit a 'subject access request' under the Data Protection Act.

About you:

Title: Mr Mrs Miss Ms Other – please specify

First Name: _____ Surname: _____

Address for correspondence: _____

Tel no: _____

Information required: - Please describe the information you would like to access (give as much detail as possible):

Preferred format for delivery:

To be provided with a copy of the information?

To view the information at our Riverbank offices?

To be provided with a summary of the information?

Other (please specify) _____

Please return this form to: The Freedom of Information Officer, Torrige District Council, Riverbank House, Bideford, Devon, EX39 2QG

Privacy Notice

Torrige District Council collects stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:
Public Task – in relation to personal data

Personal information provided on this form may be shared with other council services to enable us to provide the service requested.

Personal information provided on this form will not be shared with other organisations.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website

Website: <http://www.torrige.gov.uk/privacypolicy/>

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to the Data Protection Officer at Riverbank House, Bideford, Devon, EX39 2QG.