

Freedom of Information: Request for Information

How do I fill in this form?

- Enter your name and contact details so that we can answer your enquiry.
- Please describe as fully as you can what information you require
- If it is not clear to us what you want we will contact you to ask for clarification
- You do not have to give a reason for requesting the data

Customer Details:

| | |
|---------------------------|--|
| Name: | |
| Address: | |
| Postcode: | |
| Email: | |
| Daytime telephone number: | |

Information Required

| | |
|--|--|
| Description of information required: | |
| Any additional information that might help us locate the relevant information (e.g. who might hold it or where?) | |
| Purpose for which you require the information: (You <u>do not</u> have to tell us this, but it may help us to locate the relevant information more readily). | |
| Format required: We will try as far as reasonably practicable to provide the information in the form you prefer. | paper copy <input type="checkbox"/> electronic <input type="checkbox"/> opportunity to view summary <input type="checkbox"/> other (please specify): <input type="checkbox"/> |

Please return to:

Information Governance Manager, Room 120, Town Hall, Bolton. BL1 1RU
Tel: 01204 331031
Email: freedomofinfo@bolton.gov.uk

We will use the data you provide to deal with your request. We may share the data, within the Council and its partners, where it is necessary and the law allows it, to ensure better service delivery and to meet our key aims and obligations.