

## Contact Harlow

Harlow Council  
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For Official Use Only	
Reference No:	Date Received:

## REQUEST FOR ACCESS TO INFORMATION UNDER THE FREEDOM OF INFORMATION ACT 2000 / ENVIRONMENTAL INFORMATION REGULATIONS 2004

### Personal Details of Applicant: (Please use BLOCK letters)

Please provide your name and sufficient contact details to enable us to contact you in regards to your request and to provide you with the information you have requested. **Please provide the relevant information for the method of communication you wish to receive the information.**

Surname:

First Name:

Address:

Postcode:

E-Mail:


### Information Requested:

I wish to request access to the following information which I believe to be held by Harlow Council. I understand that I may be required to pay a fee for the information and that where a fee applies, the information will not be released by the Council until the fee has been paid.

My request applies to documents from:

To:

## Information Requested (continued):

**My preferred form of access to the information is:** (tick whichever is appropriate)

View / inspect original information

Receive copies by post

Receive electronic copies\*

Other (please specify)

**NB: \* Restricted to documents which are in electronic format**

## Declaration

I understand that I will not normally be given access to the personal information of another person unless I have obtained the written consent of that person.

**Signed:**

**Date:**

### Using your personal information

Harlow Council will process the personal information you have provided under Article 6(1)(b) of the General Data Protection Regulation 2016/679 (GDPR) for the purposes of processing this request for information. The information is also used to compile statistics for use by Harlow Council, however, this does not include information that will identify you as an individual.

Your information will be shared with the relevant departments of Harlow Council in order to provide the information you have requested. Your information will also be shared where the Council is under a legal obligation to do so, for example between our services and with other official organisations, such as the Police and other government bodies.

Although it is not our intention to collect any other personal information and/or sensitive personal information (e.g. in respect of race or ethnic origin; political opinions; religious or similar beliefs; physical or mental health or condition; sexual history or orientation; trade union membership), you may provide information of this type inadvertently in your response(s) to particular areas of this form (for example Part 5 'Do you have any special needs when viewing the information or in what format it is provided?'). Any sensitive personal information collected will be kept confidential and secure and will not be shared with any third parties.

### How long will we keep your information?

Records relating to this request for information will be retained for three years from the date of the last action.

For more information on how we collect, use and protect personal information generally, as well as your rights as a data subject please view our main privacy notice on our website by visiting <http://www.harlow.gov.uk/privacy-notice>

If you do not have online access a paper copy of our main privacy notice can be provided by contacting the Contact Harlow on the details provided above.