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| **Freedom of Information Act 2000****Request for Information** |
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| **Details of applicant** |
| **Name** |  |
| **Correspondence Address** |  |
| **Email Address** |  |
| **Telephone Number** (optional) |  |
| **Are you making this request:** | As an individual |  |
| On behalf of an organisation(please specify) |  |
| On behalf of another individual(please specify) |  |
|  |
| **Description of the information you require** |
| Please provide as much detail as you can to enable us to identify and locate the information you require. If the information is for a specific period, please specify from and to dates.*Please first check that the information you require is not already available on our website – workingtontowncouncil.gov.uk* |
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**Format of response**

Please indicate in which format you would like us to supply the information by ticking the relevant box below:

Email [ ]

Post [ ]

**Please sign and date your request**

I understand that the Council may not hold the information I am requesting and that the Council may need to consider whether it is appropriate for my request to be transferred to another public body. Where this is the case I CONSENT to my request being transferred.

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| **Signature** |  |
| **Date** |  |

Please return this form to:

Workington Town Council

Town Hall

Oxford Street

Workington

CA14 2RS

email: office@workingtontowncouncil.gov.uk

**Privacy Notice**

The information you have provided within your Freedom of Information request will be held on our database and may also be held within manual records for a period of three years from the date Workington Town Council received your request. Any personal data that you provide to Workington Town Council will be held in line with the requirements set out within the General Data Protection Act 2018. For more information on how your information is used, how we maintain the security of your Information, and your rights to access information we hold on you, please visit our website at: [www.workingtontowncouncil.gov.uk/privacypolicy](http://www.workingtontowncouncil.gov.uk/privacypolicy) or the ICO Website at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights>