



FREEDOM OF INFORMATION REQUEST

Quality References:

Code: SFP16.1c

Issue: 1

Amend't: 0

Template Published: 12/04/18

Email:

Date:

To whom it may concern,

I am writing to make a Freedom of Information Request for all / any information held by your company about me that I am entitled to under the Freedom of Information Act 2000.

Specifically please send me:

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I would like the above information to be provided to me as ***[paper or electronic copies, audio-tape version or an just the opportunity to view]***.

If this request is too wide or unclear, I would be grateful if you could contact me as I understand that under the Act, you are required to advise and assist requesters. If any of this information is already in the public domain, please can you direct me to it, with page references and URLs if necessary.

If the release of any of this information is prohibited on the grounds of breach of confidence, or that it incriminates you, your business or your employees then I ask that you supply me with copies of the relevant confidentiality agreement and remind you that information should not be treated as confidential if such an agreement has not been signed. In the case of self-incrimination then please forward a copy of your data registration confirmation with the ICO and associated data compliance agreement so that I may satisfy myself with your reasoning.

I understand that you are required to respond to my request within the 20 working days after you receive this letter. I would be grateful if you could confirm in writing that you have received this request.

I look forward to hearing from you.

Yours faithfully

Signature: