

REQUEST FOR INFORMATION

This form is to be completed by a Councillor requesting information regarding an individual.

Name of constituent	
Address of constituent	
Email address of constituent	
Contact Number of constituent	
Do you require access to constituents' personal information?	[tick box for yes or no]
Do you require an officer to contact the constituent directly?	[tick box for yes or no]
Details of Request (please be as specific and provide as much detail as possible. For example, you have received email/ text/ telephone call from the constituent)	
If you have received an email or text please forward this to: Member-Enquiries@tamworth.gov.uk	
As a councillor how and what you do with the personal data should be detailed in your Privacy Notice and provided to the individual.	
Declaration: By submitting this form, I confirm/acknowledge and accept that: a) The person named above has asked me to represent them. b) I represent the ward in which the person named above lives (where applicable) c) If I do not represent the ward where the person named above lives, I have sent a copy of their consent to the Information Governance team and acknowledge without the consent my request will not be progressed until received.	

<p>d) The information requested is necessary to respond to the individual's enquiry (if applicable)</p> <p>e) Any information shared by TBC will only be used for the purpose in which it is requested and will not be shared with any other 3rd party.</p>	
<p>Print name</p>	

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