

## Freedom of Information Request Form

Request of Freedom of Information from Inverclyde Leisure

Please return this form by email to [audrey.lavelle@inverclydeleisure.com](mailto:audrey.lavelle@inverclydeleisure.com)

Date:

Surname:

First Name(s):

Address:

Postcode:

Phone Contact No.

Please confirm what documents you will like access to and the purpose of the request

How would you like us to communicate our reply to you?

By Letter

By Email

**Please tick one of the boxes**

Signature

Date

The information which you provide (on this form/through this part of IL's website) will be processed by Inverclyde Leisure (which is the data controller for the purpose of the Data Protection Act 1998) in order to process your application under the freedom of information (Scotland) Act 2002 and respond to you as required by the Act, which may include IL staff contacting you in order to clarify your request or to assist you in making a request under the act. Inverclyde Leisure will not disclose the personal information which you provide to any outside person or organisation except where required to do so by law or with your own consent. Inverclyde Leisure will provide a response within 20 working days of a formal request for information.