



*Building Sustainable
Communities*

INFORMATION REQUEST FORM

Please specify how you would like to receive the information.			
<input type="checkbox"/> Electronic format		<input type="checkbox"/> Print-outs (by post)	
<input type="checkbox"/> e-mail		<input type="checkbox"/> Inspection at the Association's office	
<input type="checkbox"/> memory stick			
Please specify if you would like the information to be provided to you in a particular format e.g. large print, Braille, audio tape. We will try to accommodate your preferred format, although we may not always be able to do so.			
Please include any other information which may help the Association to process and respond to your request.			
Signature		Date	

Please complete this form and return it to:

By post:

The Data Protection Officer
 Fyne Homes Ltd
 81 Victoria Street,
 Rothesay
 Bute
 PA20 0AP

By e-mail:

The Data Protection Officer
 fynedpo@infolawsolutions.co.uk

Fees

The Association may charge you a fee for providing the information that you have requested in accordance with the Association’s Access to Information Charging Statement available on the Association’s website at: XXXXX or from the Association’s office.

Fees must be paid in advance of the information being provided to you.

How the Association will use your personal information

The Association will use the personal information that you provide on this form to comply with its legal obligation to process your request for information in accordance with the Freedom of Information (Scotland) Act 2002 (FOISA) and / or the Environmental Information (Scotland) Regulations 2004 (EISRs). It will also be used to monitor the Association’s compliance with FOISA and the EISRs. The Association may use your contact details to contact you to clarify your request and / or to provide you with advice and assistance.

Further information on how the Association uses your personal information, including your rights, is contained within the Association’s “Transparency Statement (Access to Information Requests)”. This will be provided to you as part of the acknowledgement of your request.

Additional information

