

Information Request Form



TOLLCROSS
housing association

Please complete this form to make a request for information to the Association. Please use the "Additional Information" section at the end of the form if you need more space.

Your details	
Forename	
Surname	
Post or e-mail address (required to allow the Association to contact you about or respond to your request)	
Telephone number (required in case the Association needs to contact you about your request)	
Please describe the information that you would like to have access to, including any specific dates (if appropriate). The Association may contact you to clarify your request.	

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Please specify how you would like to receive the information.

- Electronic format
 - e-mail
 - memory stick
- Print-outs (by post)
- Inspection at the Association's office

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
Tollcross Housing Association Limited
868 Tollcross Road
Glasgow
G32 8PF
Tel: 0141 763 1317

By e-mail:

The Data Protection Officer:
dpo@tollcross-ha.org.uk

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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 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.

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Additional information