

**GENERAL DATA PROTECTION REGULATION 2016 (GDPR)
DATA PROTECTION ACT 2018 (DPA)
ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)
FREEDOM OF INFORMATION ACT 2000 (FOIA)**

REQUEST FOR INFORMATION HELD BY LEICESTER CITY COUNCIL

Your Name:		
Address:		
Email Address:		
Telephone Number/ Mobile Number:		
Please tick the format in which you require the information:	Paper copy: Summary: To view the information: E-mail: Audio: Large Print: Braille:	
Please describe in detail the information you require, including any reference numbers/ services dealt with/ relevant dates / staff names known etc. to help us locate your information quickly		

Return the completed form to: info.requests@leicester.gov.uk
or post to: Information Governance & Risk Team, Leicester City Council, Legal Services, 4th Floor, City Hall, 115 Charles Street, Leicester, LE1 1FZ

For personal data requests we may need to contact you for proof of identification and a fee.

Please note: Any personal data that you provide will be processed in accordance with current data protection laws. It will be used by Leicester City Council and our partners to deliver and improve services and fulfil our legal duties. We will not disclose any personal information to anyone else unless required or allowed to do so by law. Read more about how we use personal data in our privacy notice on our website: www.leicester.gov.uk.