



**COMHAIRLE NAN EILEAN SIAR**  
**INFORMATION REQUEST FORM**

This form is intended for use when requesting information under the Freedom of Information (Scotland) Act 2002.

Name	
Address	
Telephone	
Email	
Details of information Requested; (Please provide sufficient detail to enable the Comhairle to identify the information you want).	
Please specify the format you wish the information to be made available in i.e. hard copy/ floppy disc/other (please specify)	
Signature of Applicant	
Date	

Data Protection Act; The personal details provided by you in this form constitute personal data in terms of the Data Protection Act 1998 ("the Act"). Your personal data will be held securely by Comhairle nan Eilean Siar and used only for the purposes of processing your request for information. In some circumstances and in order to comply with your request for information your personal data and the terms of your request may be disclosed to other persons or organisations. Further details on your rights under the Act can be obtained from the Director of Corporate Services, Comhairle nan Eilean Siar, Sandwich Road, Stornoway, Isle of Lewis, tel. 01851 703773.