



## Rossie Freedom of Information Request Form

The information you provide will be used by Rossie to process your request for information. The information will be held securely and will be treated as confidential except where the law requires it to be disclosed.

Date of Request: \_\_\_\_\_

Full Name:		Request on Behalf of (if applicable):	
Company/Organisation:			
Address (including postcode):			
E-mail:			
Telephone:			

Please provide a description of the type of information you would like to access:

Please tick this box if you are you requesting this information under the Environmental Information (Scotland) Regulations 2014

I confirm that the above information is correct and I am the person named above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

On completion of this form please return it to:

Serena Brown  
Service Manager, Management Support  
Rossie  
MONTROSE  
DD10 9TS

Or e-mail:

[info@rossie.org.uk](mailto:info@rossie.org.uk)

You request will be dealt with within 20 working days (working days mean Monday to Fridays – weekends do not count as working days, nor do bank holidays).

*Your data may be shared internally either via physical transfer or e-mail distribution, with your line manager, managers in the business area in which you work, members of the Management Support Team if necessary for the performance of their role and IT infrastructure administrators. This form will be held securely by the Management Support Team. This will be retained in line with the Retention Policy.*