

FREEDOM OF INFORMATION REQUEST FORM**DETAILS OF APPLICANT**

Surname First Name.....

Address.....
.....

Post Code.....Telephone Number.....

E-Mail Address.....

(We may need to contact you to clarify some aspects of your request)

DETAILS OF REQUEST (insert)

To assist us in finding this information please provide details of any reference number that you are aware of.

FORM OF ACCESSThe Harris Federation would normally supply the Applicant with electronic copies of the information requested. If you require access to the information in another form e.g. paper then **please** specify below:

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FEES

I understand there may be a charge in respect of this request; however, I would be notified of any charges prior to response.

Applicants Signature.....

Date.....

Return Form to: info@harriscrystalpalace.org.uk