



REQUEST FOR INFORMATION FORM

The Freedom of Information (Scotland) Act (FOISA) and the Environmental Information Regulations (EIRs) allow you to request information held by Govan Housing Association.

If you wish to make such a request to us please complete the form below.

Please try to be as specific as possible to tell us what information you are looking for to help us find and provide you with the information. Please provide as much detail as possible regarding the information you wish to access (for example, specific details of information required; dates covering the period of time you are interested in.)

Please note that if you are requesting information about yourself or another person, this will be a Subject Access Request under data protection legislation.

Date form Received:	Received via: Post / Email / In Person
Full Signature of Receiving Officer:	
Name of Applicant:	
Email Address:	
Address:	
What Information is Requested? Please read our Guide to Information before completing and be precise with your request.	

Signature:	Date:
Please state the format in which the information is required: <ul style="list-style-type: none">• Paper copy• Electronic copy	
Signature of Officer:	Date:

For office use only:

Date of initial request.....