

[REDACTED]

From: info@moray.gov.uk
Sent: 19 February 2018 09:22
To: [REDACTED]
Subject: Request for Information Under the Freedom of Information (Scotland) Act 2002

Reference: 101001745748

Dear [REDACTED]

REQUEST FOR INFORMATION UNDER THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

Thank you for your information request dated 2018-02-16. This is being dealt with in terms of the Freedom of Information (Scotland) Act 2002.

In order to co-ordinate your request, I am acting as your central point of contact and can be contacted on the telephone on [REDACTED] or by email at info@moray.gov.uk

We have 20 working days to deal with your request from the date that we received it, but we will provide you with the information you are looking for at an earlier date where possible. Your request and our response will be posted on our disclosure log within the FOI section on our website. No personal information will be included.

Please note that The Moray Council owns copyright in the material supplied in response to your enquiry unless otherwise stated. The supply of documents and information by the Council does not give the person or organisation who receives them the right to re-use the documents in a way which would infringe copyright under the Copyright, Designs and Patents Act 1988. Such material is not to be used commercially without permission from the copyright holder.

Should this information be reused for commercial purposes the information will be subject to the Re-use of Public Sector Information Regulations 2015. Under these regulations the Council is entitled to charge a fee for the re-use of information.

If you are dissatisfied in any way with the manner in which the Council has dealt with your request for information, you are entitled to ask the Council to review within 40 working days its actions and decisions. If you would like a review of the decision please write to the Records and Heritage Manager, Elgin Library, Cooper Park, Elgin, IV30 1HS. A review panel will convene and has 20 working days to consider and respond to your appeal. All appeal requests must be made in writing.

If you are still dissatisfied with the outcome of this review, then you may appeal within 6 months by writing to the Scottish Information Commissioner via their online appeal service at www.itspublicknowledge.info/Appeal or to Kinburn Castle, Doubledykes Road, St Andrews, Fife KY16 9DS.

Further information on the Freedom of Information (Scotland) Act 2002 can be obtained by visiting www.moray.gov.uk or the Scottish Information Commissioner's website, www.itspublicknowledge.info.

Yours sincerely

[Redacted Signature]

Information Co-ordinator

[Redacted Name]

The Moray Council

info@moray.gov.uk