**Guidance on Requesting Information**

Under the Freedom of Information (Scotland) Act 2002, you have the right to ask us to provide you with any information held. Before submitting a request for information, we would ask that you check our Publication Scheme to determine whether the information you require has already been published. Our Publication Scheme can be found at <http://www.gsc.scot/assets/library/GSC%20MPS.pdf> or a paper copy may be requested from the Freedom of Information Officer at:

Foi@goodshepherdcentre.org.uk

or

Freedom of Information Officer

Good Shepherd Centre

Greenock Road

Paisley PA7 5PW

01505 864500

If the information you require is not already available, please complete the “Request for Information” form and return it to the address shown. We will then process you request and respond within 20 working days.

**Freedom of Information Request Form**

Making a request for information under the Freedom of Information (Scotland) Act 2002.

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| 1. **Your details**
 |
| Full Name: |  |
| Address: |  |
| Telephone Number: |  |
| Fax number: |  |
| Email address: |  |
| 1. **Information you are requesting**
 |
| Please provide us with as much detail as possible, as this will assist us in dealing with your request. |
|  |
| 1. **Purpose of request**
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| You do not have to give us this information; however it may be helpful for us if we can understand the background, as this will allow us to respond to you more fully. |
|  |
| 1. **Format required**
 |
| How would you like us to respond to your request? (please tick as appropriate) |
| Email |  |
| Post |  |
| Fax |  |
| **Office Use Only** |
| Request received: |
| Reproduction cost: | Date fee received: |
| Clarification requested (date): | Clarification received (date): |
| Notes: (If request refused, please give reason) |
| Date: | Signature: |