

Brent Council - INFORMATION REQUEST

Our Reference: \*\*\*\*\*

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Dear \*\*\*\*\*

Thank you for your request for information received on \*\*\*\*\*. We aim to respond to your request within 20 working days.

However, whilst we may send the formal notification of response to the email address you have provided we will not send the information requested to that address. This is because we are aware that doing so will automatically result in the information being published on the whatdotheyknow website. Publication of information in this way ~~will~~ may constitute an unauthorised re-use (under the public sector re-use regulations) and may infringe copyright. I should therefore be grateful if you will provide me with an alternative disclosure address. This can be a postal address, fax number or an email address, as long as it does not result in automatic publication and re-use.

If you wish to apply for permission to re-use any of the requested information you may do so by writing to the IT Standards Manager at Brent Council, Room 105, Brent Town Hall, Forty Lane, Wembley, Middlesex HA9 9HD, telephone 020 8937 1402, e-mail [foi@brent.gov.uk](mailto:foi@brent.gov.uk)

If you are dissatisfied with how the Council has responded to your request you can ~~appeal~~ complain to the Council by writing to the following address: IT Standards Manager at Brent Council, Room 105, Brent Town Hall, Forty Lane, Wembley, Middlesex HA9 9HD, telephone 020 8937 1402, e-mail [foi@brent.gov.uk](mailto:foi@brent.gov.uk). ~~It is the Council's policy to ensure that, where practicable, your complaint is dealt with by someone who was not involved in the original decision.~~

You also have a right of appeal to the Information Commissioner. However, the Information Commissioner will not normally consider an appeal until you have exhausted your rights of redress and complaint to the Council. The Information Commissioner can be contacted as follows: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF; Telephone: 01625 545 700, [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Yours sincerely

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For Brent ITU

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