



**Information Compliance Team
Ground Floor, South Wing
County Hall
Martineau Lane
NORWICH
NR1 2DH**

Private and Confidential

Tel: 01603 222661

Email: information.management@norfolk.gov.uk

Please ask for:

Our Ref:

Direct Dial:

Date:

Dear

General Data Protection Regulation - Subject Access Request

Thank you for your email requesting copies of information held about you.

I am happy to enclose a copy of the information held by Norfolk County Council.

You will notice that parts of the documents have been blacked out. I am refusing your request for this information under schedule 2, part 3 of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) which protects the rights and freedoms of others. This is because we cannot comply with your request without disclosing information relating to another individual who can be identified from that information.

If you wish to appeal or if you are unhappy with the way in which this matter has been handled in general, you have the right to make use of the Authority's complaints procedure by setting out the grounds of your complaint in writing in the first instance to the:

Information Compliance Manager, Information Compliance Team, Norfolk County Council, County Hall, Ground Floor (South Wing), Martineau Lane, Norwich NR1 2DH.

If you remain dissatisfied after pursuing the internal complaints procedure, you have the right to apply to the Information Commissioner for a decision whether your request for information has been dealt with in accordance with the requirements of the GDPR and DPA.

Contact details for the Information Commissioner are as follows:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone 0303 123 1113, <http://ico.org.uk>

Yours sincerely,

Information Compliance Officer

www.norfolk.gov.uk