



Freedom of Information Request

We are subject to the Freedom of Information (Scotland) Act 2002 (FOISA) and the Environmental Information (Scotland) Regulations 2004 (EIRs). We have adopted the Scottish Information Commissioner's [Model Publication Scheme](#) and developed a Guide to Information, which is published on our website and details the information we make available through the Scheme.

If you are unable to find the information you are looking for, you can ask us to provide it to you. Your request must be in writing or some other permanent form such as an audio or video recording. We are happy to receive requests in the form of a letter, email or handwritten note. Alternatively, you may use this form.

We may charge a fee for providing information, in accordance with FOISA Fees Regulations. Our [Charging for Information Policy](#) explains this further. Copies of this policy are available on our website or can be provided on request.

Data Protection

The information you provide on this form will be used for handling and responding to your request for information. We may share details of your request with relevant persons in order to process it, but in doing so will not disclose your personal data. Further information on how we use your information is available in our Privacy Notices, which are available on our websites or on request. You also have the right to access your personal data that we hold. Please visit our websites or contact us for further advice on how to do this.

Please provide as much detail on this form as possible to help us validate and respond to your request.

ABOUT YOU	
Full Name	
Telephone numbers	
Email	
Address	
Postcode	
Organisation (if applicable)	(optional)
Occupation (if applicable)	(optional)

INFORMATION REQUESTED	(Please try to be as specific as possible)
Description	
Time Period covered (give exact dates if possible)	
Please use the space below to supply any additional information which is relevant to your request.	

How would you like our response sent to you? (Post or email)	
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SUBMISSION	
Please email this form to: FOI@Caledoniaha.co.uk Alternatively, it can be handed in or sent to any of the following addresses, or given to any member of staff.	
<p>5 South St John's Place Perth, PH1 5SU</p> <p><u>Opening hours:</u> Monday – Thursday 9am – 5pm Friday 9am – 4pm www.caledoniaha.co.uk</p>	<p>118 Strathern Road Broughty Ferry Dundee, DD5 1JW</p> <p><u>Opening hours:</u> Monday – Thursday 9am – 5pm Friday 9am – 4pm www.caledoniaha.co.uk</p>
<p>3 Cowgate Kirkintilloch Glasgow, G66 1HW</p> <p><u>Opening hours:</u> Monday 9am -12pm Wednesday 1.30pm - 5pm Friday 9am - 4.30pm www.caledoniaha.co.uk</p>	<p>167 Main Street Renton West Dunbartonshire, G82 4PF</p> <p><u>Opening hours:</u> Monday – Friday: 9am – 5pm www.cordalehousing.org.uk</p>
<p>16 Merkins Avenue Bellsmyre Dunbartonshire G82 3EB</p> <p><u>Opening hours:</u> Monday – Friday: 9am – 5pm www.bellsmyrehousing.org.uk</p>	For further advice and assistance about making an information request or completing this form please telephone 0800 678 1228 or speak to a member of staff.

