

# COMPLAINT TO INFORMATION AND DATA PROTECTION COMMISSIONER



## (Freedom of Information Act, Cap. 496)

Details are to be filled in by the applicant when addressing a complaint or seeking investigation and review by the Information and Data Protection Commissioner, following recourse to the internal complaints procedure of the relevant Public Authority. An acknowledgement to this complaint will be sent upon receipt.

### REFERENCE NUMBER

*(Insert the Reference Number provided by the Public Authority for this particular request)*

### NAME OF PUBLIC AUTHORITY TO WHOM REQUEST WAS SUBMITTED

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### DETAILS OF APPLICANT

Surname		Name	
Identity Card or Residence Permit No.		Telephone	
Postal Address			
E-mail Address <sup>1</sup>			
Body Corporate on behalf of which information is being requested <sup>2</sup>			

### TYPE OF COMPLAINT – *(please tick one as appropriate):*

- Request for information has been refused.
- Document has not been provided in the requested format.
- The Public Authority has notified an extension of the 20 working day deadline prescribed in the Act, for the purpose of indicating whether the request for a document/information would be met or not.
- Notifications as prescribed in the Freedom of Information Act not received.
- Fees requested considered excessive.

### REASONS FOR DISAGREEMENT

Please indicate why you disagree with the Public Authority's decision not to provide the document/information you requested. *(This field is not mandatory)*

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Signature (not required if form is submitted electronically)	Date
Date Received <i>(For Office Use Only)</i>	

**Notes to applicant:** Personal data collected in this form is for the purpose to process the request as regulated by the Freedom of Information Act (Cap 496). All personal data will be processed in accordance with the Data Protection Act (Cap 440)

<sup>1</sup> The applicant must ensure that the e-mail address provided for the purposes of receiving correspondence and/or the document requested is fully functional.

<sup>2</sup> Applicable only in the case of requests made pursuant to Articles 19 and 20.

