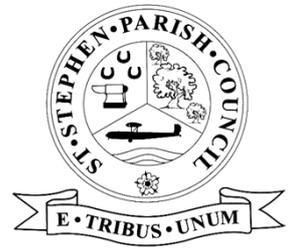


St Stephen Parish Council



Freedom of Information (FOI) - How to Request Information

St Stephen Parish Council is committed to openness and transparency under the Freedom of Information Act 2000.

Purpose: To request recorded information held by St Stephen Parish Council that is not personal data.

How to Make a Request:

You may make a request in writing or by email. Please:

- Provide your name, address, email and telephone number.
- Include a clear description of the information you are requesting.

Where to Send Your Request:

- Email: clerk@ststephen-pc.gov.uk . Please use FOI Request as the email subject line.
or
- Post: The Parish Centre, Station Road, Bricket Wood AL2 3PJ Please mark your correspondence: FOI Request.

Response Time: You will normally receive a response within 20 working days.