





If you can't find the relevant e-mail address, you can e-mail Enquiry Services E-mail: [Contactus@communities.gsi.gov.uk](mailto:Contactus@communities.gsi.gov.uk)

- *Environmental Information Regulations.* You can make requests in the same way as Freedom of Information Act requests, or over the phone.
- *Data Protection Act.* You should send your requests for 'personal data' that we hold about you to the Data Protection Officer. You need to send a cheque for £10 (payable to DCLG) and two forms of identification (such as a copy of your birth certificate, passport, driving licence or household utility bill) with each request you make.

You must make your requests in writing to:

The Department for Communities and Local Government  
Data Protection Officer  
Zone 2/F29, Ashdown House, 123 Victoria Street  
London SW1E 6DE  
(Telephone: 020 7944 6023)

We have a visitor centre at Ashdown House in Victoria Street where you can look at the available information. You will need to make an appointment before you can inspect information at the visitor centre.

Department for Communities and Local Government  
Ashdown House, 123 Victoria Street  
London SW1E 6DE

## COMPLAINTS AND REVIEWS

We have an internal complaints and reviews procedure. If you want to make a complaint about the way we have handled your request, or if you want to request an Internal Review against our decision not to release information, you can contact our Enquiry Services. If you are still not satisfied after we have considered your complaint or review, you can appeal to the Information Commissioner for a final decision by writing to:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Telephone: 01625 545 700 (switchboard)  
Fax: 01625 524 510  
Email: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)

## WEB SITE ADDRESSES

Department for Communities and Local Government: [www.communities.gov.uk](http://www.communities.gov.uk)  
Department for Constitutional Affairs: [www.dca.gov.uk](http://www.dca.gov.uk)  
Information Commissioner: [www.informationcommissioner.gov.uk/](http://www.informationcommissioner.gov.uk/)

