



# Shaftesbury Town Council

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Town Clerk & RFO: Mrs Claire Commons CertHE PSLCC

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VAT Reg No 241 1307 58

By email

27<sup>th</sup> February 2020

## Re: Response to FOI request 202001303



I refer to your request received on 30<sup>th</sup> January 2020 for records held by Shaftesbury Town Council. Your request sought:

*Electronic copy of all Weekly Digests issued by Mrs Commons from May 2019 to present date.*

All weekly digests have been provided, data which is exempt under sections 40(2) and 42 (personal data or data covered by legal professional privilege) of the Freedom of Information Act, see separate email.

Section 17(7) of Freedom of Information Act requires the Town Council to provide you with details of its complaints procedure, this is available at <https://www.shaftesbury-tc.gov.uk/policies/>. You may also request an internal review and, if you remain dissatisfied with the outcome of any internal review you have the right to complain to the Information Commissioner's Office under section 50 of the Freedom of Information Act.

Yours sincerely

Claire Commons CertHE PSLCC  
Town Clerk and Responsible Finance Officer  
For and on behalf of Shaftesbury Town Council