

## **REQUESTS FOR INFORMATION SUBMITTED BY AN MP OR COUNCILLOR**

1. Sharing information with an MP or Councillor requires a common sense approach
2. If the response to an enquiry includes personal/sensitive information, the constituent's consent should be sought before this information is shared.
3. If consent has not been obtained the request should be acknowledged and the MP or Councillor informed a response will be sent direct to the constituent who may choose to share the information with them.
4. If consent is obtained from the constituent we should send a copy of the response letter to the MP and a copy to the constituent

**NB: Refer to sample Consent Form**