

GUIDE TO MAKING AN INFORMATION REQUEST

| FOI | EIR | DP | OTHER |
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| Freedom of Information Act 2000 requests | Environmental Information Regulations 2004 requests | Data Protection Act 2018 (General Data Protection Regulations 2015) requests | <ul style="list-style-type: none"> Local Audit and Accountability Act 2014 Accounts and Audit Regulations 2015 Local Audit (Public Access to Documents) Act 2017 |
| 1. VERBAL REQUESTS | 1. VERBAL REQUESTS | 1. VERBAL REQUESTS | 1. VERBAL REQUESTS |
| Freedom of Information requests CANNOT be made verbally or in person to the Authority. | EIR Requests can be made by calling Tel: 0151 255 1444, or by appointment at MRWA, 7 th Floor, No. 1 Mann Island Liverpool, L3 1BP. | Requests for personal information can be made verbally by calling Tel: 0151 255 1444, or by appointment at MRWA, 7 th Floor, No. 1 Mann Island Liverpool, L3 1BP. | Verbal requests cannot be made to the Authority in relation to these Regulations or Acts |
| WRITTEN REQUESTS | WRITTEN REQUESTS | WRITTEN REQUESTS | WRITTEN REQUESTS |
| By writing to the Authority at: 7 th Floor, No. 1 Mann Island, Liverpool, L3 1BP. Please mark request: Request for Information in relation to FOIA. | By writing to the Authority at: 7 th Floor, No. 1 Mann Island, Liverpool, L3 1BP. Please mark request: Request for Information in relation to EIRs. | By writing to the Authority at: 7 th Floor, No. 1 Mann Island, Liverpool, L3 1BP. Please mark request: Request for Personal Information. | By writing to the Authority at: 7 th Floor, No. 1 Mann Island, Liverpool, L3 1BP. |
| EMAIL REQUESTS | EMAIL REQUESTS | EMAIL REQUESTS | EMAIL REQUESTS |
| By emailing the Authority at: enquiries@merseysidewda.gov.uk Please mark request: Request for Information in relation to FOIA. | By emailing the Authority at: enquiries@merseysidewda.gov.uk Please mark request: Request for Information in relation to EIRs. | By emailing the Authority at: enquiries@merseysidewda.gov.uk Please mark request: Request for Personal Information. | By emailing the Authority at: enquiries@merseysidewda.gov.uk |

| SOCIAL MEDIA REQUESTS | SOCIAL MEDIA REQUESTS | SOCIAL MEDIA REQUESTS | SOCIAL MEDIA REQUESTS |
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| <p>A request received through Twitter or Facebook will be valid if it fulfils the following criteria:</p> <ul style="list-style-type: none"> • A clear and request with detail to locate the information; • Your name and address so we can respond to your request (*we will not reply via social media) • The form in which you want the information • If the requester’s uses pseudonym, or includes part of their real name, the request will only be valid if their real name is on their profile. | <p>A request received through Twitter or Facebook will be valid if it fulfils the following criteria:</p> <ul style="list-style-type: none"> • A clear request with detail to locate the information; • Your name and address so we can respond to your request (*we will not reply via social media) • The form in which you want the information • If the requester uses a pseudonym, or includes part of their real name, the request will only be valid if the real name is on their profile. | <p>A request received through Twitter or Facebook will be valid if it fulfils the following criteria:</p> <ul style="list-style-type: none"> • A clear request with detail to locate the information; • Your name and address so we can respond to your request (*we will not reply via social media) • The form in which you want the information • If the requester uses a pseudonym, or includes part of their real name, the request will only be valid if the real name is on their profile. | <p>Requests cannot be made to the Authority via social media in relation to these Regulations or Acts</p> |
| OTHER REQUEST WEBSITES | OTHER REQUEST WEBSITES | OTHER REQUEST WEBSITES | OTHER REQUEST WEBSITES |
| <p>Requests made through the www.whatdotheyknow.com website OR other similar sites will be valid, provided the requester supplies their real name and describes the information concerned.</p> | <p>Requests made through the www.whatdotheyknow.com website OR other similar sites will be valid, provided the requester supplies their real name and describes the information concerned.</p> | <p>The Authority does not recommend making a request for personal information through an external website. The Authority will be unable to respond to such a request.</p> | <p>Requests made through the www.whatdotheyknow.com website OR other similar sites will be valid, provided the requester supplies their real name and describes the information concerned.</p> |