**Eastry Parish Council**

**Thornton House**

**Thornton Lane**

**Eastry**

**Sandwich**

**KENT CT13 0EU**

**Procedures**

**Freedom of Information Requests**

All requests for information should be in writing and addressed to Mrs Joanna Jones, Clerk to the Parish Council at the above address. Your fall name and address must be included in the request.

**Data Protection Request**

All requests for information should be in writing and addressed to Mrs Joanna Jones, Clerk to the Parish Council at the above address. Your fall name and address must be included in the request.

**Complaints**

Any complaint should be in writing and sent to Mrs Joanna Jones, Clerk to the Parish Council at the above address. Complaints about the Clerk should be in writing and sent to the Chairman of the Parish Council, Cllr M Jones, Thornton House, Thornton Lane, Eastry KENT CT13 0EU. Your fall name and address must be included in the correspondence.