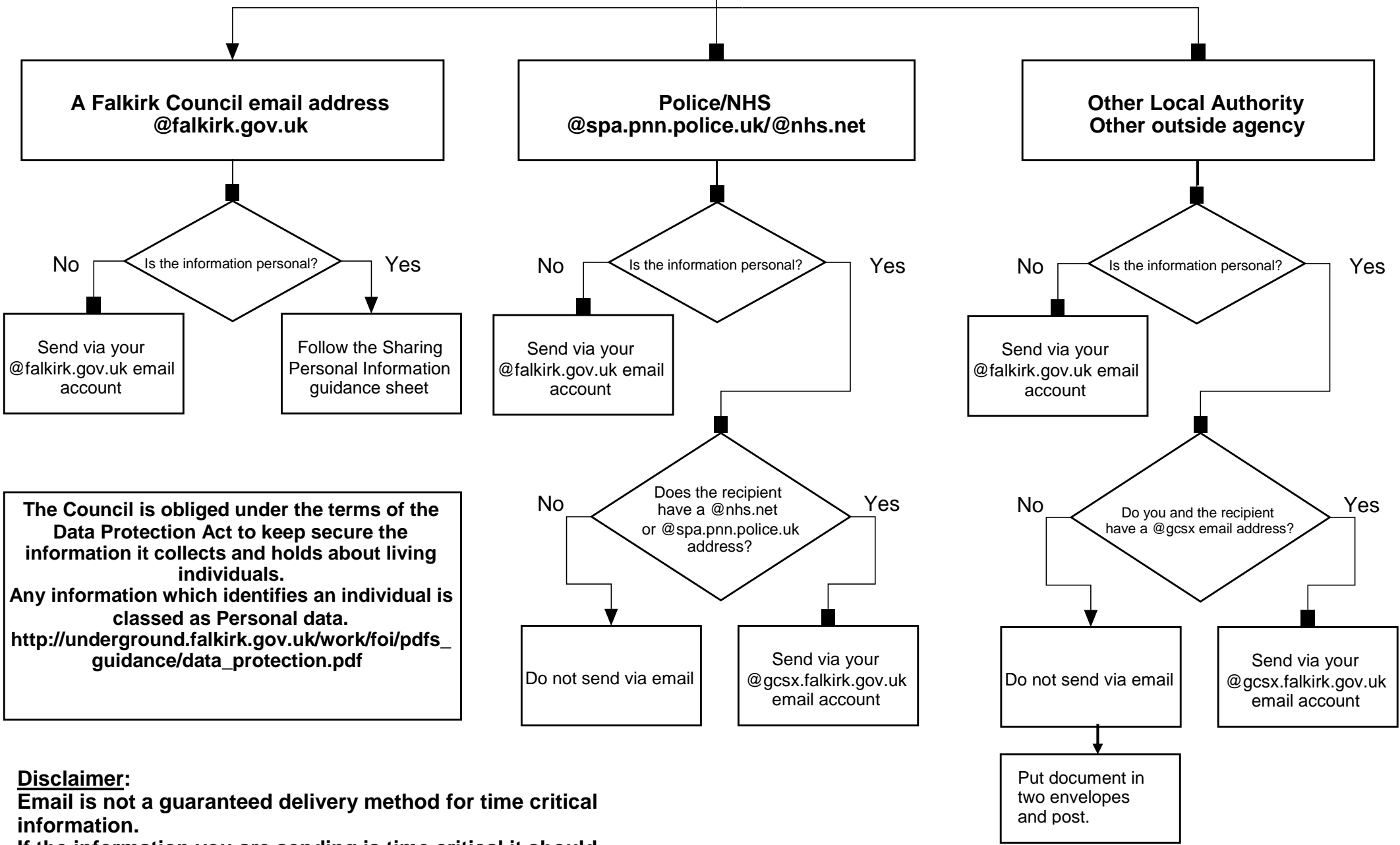


Who are you sending the email to?



**The Council is obliged under the terms of the Data Protection Act to keep secure the information it collects and holds about living individuals. Any information which identifies an individual is classed as Personal data.**  
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 Email is not a guaranteed delivery method for time critical information.  
 If the information you are sending is time critical it should always be followed up with a phone call.