

Privacy Notice for Freedom of Information and Data Protection

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The reason we use your data.

We process your personal information in order to answer requests for information made under the [Freedom of Information Act](#) (FOIA) and [Data Protection Act 2018 \(The UK's implementation of the General Data Protection Regulation](#) [GDPR])

The information you provide will be processed by our FOI team in order to fulfil our regulatory duties when responding to your enquiry when you have made a request for information under any of the acts or regulations:

- to process Subject Access Requests
- to process Freedom of Information Requests
- to Process Environmental Information Regulations
- to create and implement policies under the GDPR.
- to create and implement policies under the FOIA.
- to manage Third Party Data Subject Requests
- to contact you regarding your request and provide a response.

What Information we collect

We collect, store and use certain categories of personal information about you, such as:

- your name
- address
- email address
- your request

We may also process other personal data if you volunteer it.

In responding to subject access requests (SARs), we may process any data on you held by the department.

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

Purpose

The purposes for which we are processing your personal data are to:

- record and respond to freedom of information requests and data subject requests received by the department.
- provide cross Council advice, support and co-ordination in responding to freedom of information requests.

Who we can share your data with

We can share your data with:

- internal departments
- other government departments when required in order to respond to your request.
- agencies
- public bodies
- elected members.

When computers make any decisions about you

Not applicable

How long we keep your data for

We keep records in line with the Council Retention Schedule. Information held by the department in regard to individual rights and requests under any of the Acts or Regulations will be retained for two years from the date of the last communication relevant to the request.

Where ID is requested to confirm the identity of the requester this is not retained by the department.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to the information that we hold about you. To make a request for your personal information please contact the Council's Data Protection Officer at dataprotection@rother.gov.uk.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress.
- prevent processing for the purpose of direct marketing.
- object to decisions being taken by automated means.

- in certain circumstances, have personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the data protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us