

Privacy Notice for Information Requests

Who are we?

Fenland District Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). This Privacy Notice is designed to help you understand how and why the council process your personal data for Freedom of Information (FOI) requests, Subject Access Requests (SAR) and Environmental Information Requests (EIR). For more information on your rights and how to lodge a complaint, you should read this in conjunction with the Council's [Privacy Statement](#).

What personal information do we collect?

We need to know the following information about you:

- Name
- Contact details

In certain circumstances, we may be required to collect the following information in order to process a request;

- Address
- Date of Birth
- Copies of photographic identification

Why do we need this?

We collect, hold and use your personal data in order to process and respond to your requests for information. We will only collect the personal data from you that we need in order to do this.

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using "performance of a task carried out in the public interest or in the exercise of official authority vested in the controller" in accordance with the Freedom of Information Act 2000, the Data Protection Act 2018 and the Environmental Information Regulations 2004 as the lawful condition for us to do this.

Who will we share this with?

We share your personal data internally with other Council departments in order to respond to your request. We may share your data with a third party when necessary in order to respond to your request. Instances where we may have to do this include collating information held with shared service partners in relation to Subject Access Request. We may also share information with the Information Commissioners Office ('ICO') where you have referred a

complaint to them. We may also disclose your personal data to third parties where we are required to do so by law.

How do we keep your records confidential and secure?

Everyone working in the Council has a legal and professional duty to ensure that all your information is safely and securely protected and kept confidential. We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Our networks are kept secure, internal and external IT is protected using appropriate safeguards, and audits ensure we protect your right to privacy and confidentiality. We only keep your records as long as we need to and are required to by law, after which they are securely destroyed.

How long is my information kept for?

We will only hold your information for as long as is necessary or as the law requires. Please see the Retention Schedule for details of how long we keep specific information sets.

Changes to this notice

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.