



# Saltash Town Council



## Privacy Notice: Freedom of Information Requests

### Why we use your data

Our primary purpose for using your data is so that we can process your information request.

In addition, we use your data for the following secondary reasons:

- We sometimes discuss requests that have been received with other public authorities (e.g. Cornwall Council) to obtain advice. Although we never deliberately share the identity of applicants in these circumstances, if you have submitted the same request to a number of authorities, your identity may be obvious to those who have received the request.

### Legal basis for processing

The legal basis for processing your request is article 6 (1) (C) of the GDPR, which relates to processing necessary to comply with a legal obligation to which we are subject. In the case of information requests, the legal obligations are set out in:

- General Data Protection Regulations (2016)
- Data Protection Act (2018)
- Freedom of Information Act (2000)
- Environmental Information Regulations (2004)
- RoPSI Regulations (2015)

If any of the information you provide us in relation to your information request contains special category data, such as health, religious or ethnic information the legal basis we rely on to process it is article 9 (2) (g) of the GDPR, which also relates to our public task and the safeguarding of your fundamental rights. And Schedule 1 Part 2 (6) of the DPA 2018 which relates to statutory and government purposes.

### What we do with it

When we receive a request from you, we will record the details of your request in our request logging database. This normally includes your contact details and any other information you have given us. We will also store a copy of the information that falls within the scope of your request.

If you are making a request about your personal data, or acting on behalf of someone making such a request, then we'll ask for information to satisfy us of your identity. If it is relevant, we'll also ask for information to show you have authority to act on someone else's behalf.

We will use the information supplied to us to process your information request and check on the level of service we provide.

If the request is about information we have received from another organisation we will routinely consult the organisation(s) concerned to seek their view on disclosure of the material.

In some cases, we may consult other public authorities about your request in order to seek advice. Your identity will not be deliberately shared with these authorities, but may be obvious from the context (for example if you have submitted the same request to multiple authorities).

We may compile and publish statistics showing information such as the number of requests we receive, but not in a form that identifies anyone.

### **How long we keep your data**

For information about how long we hold personal data about information requests, see our data retention schedule.

### **What are your rights?**

For more information on your rights, please see our main privacy notice.