

East Renfrewshire Council Freedom of Information - Privacy Notice

East Renfrewshire Council has a statutory duty to provide information in accordance with the Freedom of Information (Scotland) Act 2002 and the Environmental Information Regulations (Scotland) 2004.

When you make a request under access to information legislation you will need to provide us with some personal data or information.

What personal data will we collect from you and use about you?

We will only collect the personal information we need to provide you with relevant information, services and support. This may comprise:

- Your name
- A contact address (email or postal)
- Telephone number

We will use this personal data to contact you; to clarify any issues we have with your Freedom of Information or Environmental Information request; and to provide our response

What is the lawful basis for using and/or sharing your information?

The Data Protection Act requires the Council to set out the lawful basis for processing personal data and for the purposes of the management of FoI/EIR this is:

1. Legal Obligation – the processing is necessary for the Council to comply with the law
2. Public Task – the processing is necessary to perform a task in the public interest or for the official functions, and the task or function has a clear basis in law.

What are the consequences of failing to provide personal information?

Freedom of Information and Environmental Information legislation says that a request must include the name of the applicant and an address for correspondence. In terms of your address, either your full postal address or your email address is required. Without this personal data we cannot process your request for information.

Providing accurate information

It is important that we hold accurate and up to date information. If any details have changed prior to the completion of your request process, please ensure that you inform us so that we can update our records.

Who is your information shared with?

Your information may be shared with other departments within the Council and other organisations for the same purposes and also to

- check the information we have is accurate; and
- protect public funds

In the event of an appeal under Part 4 of the FoI(S)A or the EIR(S) any information requests by the Office of the Scottish Information Commissioner will be shared with them.

How long is your information retained?

The Council retention schedule states that Information in relation to:

- FoI/EIR requests is retained for 3 years
- FoI/EIR reviews is retained for 5 years
- FoI/EIR appeals is retained for 7 years

Your information rights

Depending on why we need to process your information you will have rights to how your information is used. These will be detailed in our [Privacy Policy](#) published on our website.

If you have concerns about the processing of your personal data, by the council, you may contact the Data Protection Officer at dpo@eastrenfrewshire.gov.uk.

For independent advice about data protection, privacy and data sharing, visit the Information Commissioner's Office website at <https://ico.org.uk/your-data-matters/>.

29/5/20