**South Oxfordshire District Council/Vale of White Horse District Council Privacy Notice – FOI/EIR requests**

**Purpose of our processing**

The Freedom of Information Act 2000 and the Environmental Information Regulation 2004 allow you to request recorded information from the local authority. Therefore, the purposes for which we are processing your personal data are to:

* Record and respond to your Freedom of Information and/or Environmental Information Regulations request
* Provide council department advice, support and co-ordination in responding to requests.

**The lawful basis on which we use this information**

The Council has a legal obligation to respond to these requests. Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

6(c) We have a legal obligation.

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

* Freedom of Information Act 2000
* Environmental Information Regulations 2004
* UK General Data Protection Regulations 2018
* Data Protection Act 2018

**The personal data we process**

The categories of information that we collect, process, hold and share include:

* Name
* Address and/or
* Email address

Unless volunteered by you, we will only collect the minimum personal data required to respond to your request.

We use this personal data in order to:

* Ensure your request for information is valid under section 8(1)(b) of the Freedom of Information Act and when considering Section 14(1) Dealing with vexatious requests.
* When considering manifestly unreasonable requests under regulation 12(4)(b)**of the Environmental Information Regulations 2004.**
* Process your request
* Seek clarification with the purposes of fully responding to your request
* Respond to your request.

**Special categories of personal data being processed (if appropriate)**

We will not be processing any special category personal data.

**Condition for processing special categories of personal data**

Not applicable

**Processing of personal data relating to criminal convictions and offences**

We will not be processing any criminal conviction and offence data.

**Who we may share your information with**

Your request will be shared with other council departments and/or if applicable any outsourced service providers for the purposes of complying with your request and the internal auditing team for the purpose of ensuring your information is kept securely and used only for the purposes detailed here. Information may be shared with the Information Commissioners Office in the event of you submitting a complaint against us. We do not share personal information about you with anyone else without consent unless the law and/or our policies allow us to do so, such as:

• to find and stop crime and fraud

• to stop serious risks to the public, our staff or to other professionals

• to safeguard the protection of a child or vulnerable adult

We will not share data with third parties for marketing purposes.

**Sharing data outside United Kingdom**

We process your data within the UK.

**Automated decision making**

We do not use automated decision making.

**How long we keep your data**

3 years

**Your information rights**

Under the Data Protection Act 2018 and General Data Protection Regulations (GDPR), you have a number of rights regarding the way in which we are allowed to process your personal data.

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.