

# **Freedom of Information and Environmental Information Request Privacy Notice**

## **How to contact us**

Inverclyde Council is the Data Controller in regard to the personal data you provide to the Council. Inverclyde Council is a local authority established under the Local Government (Scotland) Act 1994. Our head office is located at Municipal Buildings, Clyde Square, Greenock, PA15 1LY.

## **Data Protection Officer**

If you would like to contact our Data Protection Officer about a data protection matter, please contact the Information Governance Team using the contact details for the Council set out above or by email at [dataprotection@inverclyde.gov.uk](mailto:dataprotection@inverclyde.gov.uk).

## **What information do we need?**

Unless specifically agreed with you, we will only collect personal data about you which does not include any special categories of personal information about you. The information will however include details such as:

- name
- address
- telephone number
- email address

## **Why we need this information?**

You are giving the Council your personal information to allow the Council to process your information request and to provide you with a response under the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

The Council will also need to process your personal information if you ask the Council to review the way that the Council have handled your request for information or if you make an appeal to the Scottish Information Commissioner. The Council also use your information to verify your identity where required, contact you by post, email or telephone and to maintain council records.

## **The Legal basis for using your information**

You are entitled to make requests for information that the Council hold as part of our role as a local authority. You can find more details of the Council's role on our website.

Data Protection legislation sets out when we are lawfully allowed to process your personal data. The lawful basis we are relying on for this processing is Article 6(1)(e) of the UK GDPR which states that processing is necessary for the performance of a task carried out in the public interest;

and (ii) compliance with our legal obligations under the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004. Where you provide the Council with more sensitive personal information about you we will process this information for reasons of substantial public interest as set out in the Data Protection Act 2018.

## **What we will do with your information?**

All of the information we collect from you will be processed by staff in the United Kingdom. The Council is legally obliged to safeguard public funds so the Council is required to verify and check your details internally for fraud prevention. The Council may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. The Council is also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this.

The Council will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. The Council analyse your information internally to help us improve Council services. This data sharing is in the Council's full privacy notice is on the Council's website. It also forms part of the Council requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

Where you make an appeal to the Scottish Information Commissioner the Council is legally obliged to share your information with them.

In general the Council does not transfer personal data outside either the UK or the European Union and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EU when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

## **How long will we keep your information?**

The Council maintains a Policy for the Retention and Disposal of Documents and Records Paper and Electronic which sets out how long we hold different types of information for. This is available on the Council's website on the freedom of information page or you can request a hard copy from the contact address previously stated above.

## **Your Rights**

When you provide information to the Council, you will have the following rights:

Your personal data belongs to you and you have the right to:

- be informed of how we will process it;

- request a copy of what we hold about you;
- have it amended if it's incorrect or incomplete;
- have it deleted (where we do not have a legal requirement to retain it);
- withdraw your consent if you no longer wish us to process where the legal basis specified above is consent
- restrict how we process it, for example if the information is not accurate;
- object to us using it for marketing or research purposes;
- object to us using it in relation to a legal task or in the exercise of an official authority;
- request that a person reviews an automated decision where it has an adverse effect on you.
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## Complaints

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner who can be contacted as follows:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Phone: 0303 123 1113 or visit Information Commissioners Office website.

but you should raise the issue with the Council's Data Protection Officer first.

## Automated Decision Making

Not Applicable

## More information:

For more details on how the Council processes your personal information visit the Council's website at <https://www.inverclyde.gov.uk/privacy>

If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.