

Privacy Policy

When you submit a request to us we ask for:

- identity details
- contact details

Why we need the information and what happens if you do not provide it

We need your name and contact details because:

- we need to contact you about your request if we require any clarification or further information pursuant to your request, to update you on the progress of your request, and to respond fully to your request and any subsequent complaint into the handling of the request or the decision reached
- Section 8 of the Freedom of Information Act 2000 states that a request should contain the name of the applicant and an address for correspondence.

If you do not provide the contact information we need, we will not be able to process your request.

How long we will hold your personal data for

Users personal data is not retained or stored on the Website.

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Sharing of personal data

We may share your personal data:

- with the Information Commissioner's Office (ICO) as the regulator for the Freedom of Information Act and Environmental Information Regulations
- to a court, tribunal, party or prospective party where the disclosure is necessary in order to exercise, establish or defend a legal claim
- where we are ordered to by a court or tribunal or where we are otherwise required to do so by law

The legal basis for processing your information

The table sets out the legal basis on which we process this information when we receive a request.

Legal basis for processing

Categories of Personal Data	Personal Data (Article 6(1) GDPR)	Sensitive Personal Data/Criminal Data
Identity Details	(c) Processing is necessary for compliance with a legal obligation to which the controller is subject	
Contact Details	(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;	

Your Rights

You have a number of rights under the GDPR, the right to restrict or object to further processing, including the right to access your data, and the right to complain to the ICO.