

## Privacy Notice: Freedom of Information & Environmental Information Requests

Who will process your personal information?

The personal information you provide in your request will be used by East Dunbartonshire Council to respond to your Freedom of Information/ Environmental Information request. The personal information will be sent to the area(s) of the Council best placed to provide you with the information you require.

The personal information **will not** be shared outwith the Council. Your personal information **will not** be used to send you any promotional or marketing material.

What will your personal information be used for?

The personal information you provide in your request will only be used to provide you with the response to your enquiry.

What is the Council's lawful basis for using your personal information?

The Council has legal obligations to use your personal information.

These obligations are set out under:-

- The Freedom of Information (Scotland) Act 2002
- Environmental Information (Scotland) Regulations 2004

In order to comply with the legislation and provide you with the information you require the Council must use your personal information. A request without your personal information (at a minimum your surname and initial as well as your correspondence address) is not a valid request. The Council cannot answer your request without this personal information.

How long will your personal information be held for?

East Dunbartonshire Council uses the Scottish Council on Archives Records Retention Schedules to manage the length of time the Council keeps information. Further information on these can be found here. <http://www.scottisharchives.org.uk/scarrs>

The information you have provided is classed as

- 17.001.005: Freedom of Information (FOISA)- processing of requests for information. 6 years after the year of your request
- 17.01.006: Freedom of information (FOISA) - processing of requests for information where appeal made to Scottish Information Commissioner. 6 years after the year of your request
- 17.001.008: Environment Information Regulations - processing of requests for information. 6 years after the year of your request
- 17.001.009: Environment Information Regulations - processing of requests for information where appeal made to Scottish Information Commissioner. 6 years after the year of your request

Your rights over the personal information being held by the Council to answer your request for information.

- Right of Access

You have the right to access the personal information the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR.

You can receive a copy of your personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council uses computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here. <https://www.eastdunbarton.gov.uk/council/data-protection/subject-access-request>

- Right to rectification

You have the right to request the Council correct any information held about you that is inaccurate.

- Right to erasure

You have the right to request that the Council delete the personal information about you. This right is known as the right to be forgotten.

- Right to restrict processing

You have the right to request that the Council stops using your personal information, while retaining a copy of it.

Details on how to  
complain to the ICO

You have the right to complain to the Information Commissioner's Office (ICO) should you be unhappy with the way the Council has **used your personal data.**

Details on how to report a concern can be found here:-

<https://ico.org.uk/concerns/>

**Please note the ICO only deal with personal information in Scotland. Dissatisfaction with the Council's response to your request for information should be sent to the Office of the Scottish Information Commissioner.**

Details on how to  
Contact the Council's  
Data Protection  
Officer

Should you have any questions or concerns about the Council's handling of your personal data you can contact the Council's Data Protection Officer.

Karen Donnelly  
Data Protection Officer  
East Dunbartonshire Council  
12 Strathkelvin Place  
Kirkintilloch  
G66 1TJ  
Tel: 0300 123 4510  
[dpo@eastdunbarton.gov.uk](mailto:dpo@eastdunbarton.gov.uk)