



Your Personal Data

What we need

The information you provide will be used to register your Freedom of Information (FOI) request), seek any clarification necessary and provide you with a response. If you request an Internal Review we will use your information in order to correspond with you.

Why we need it

By submitting a Freedom of Information request you are consenting to us using your contact details to correspond with you about the request. In accordance with [ICO guidance for handling of FOI requests](#) we are obliged to collect your real name in order to process the request.

What we do with it

The information will be collected centrally by the FOI team which, during the course of request handling, will be passed to the relevant Council teams holding the information requested. If you request an Internal Review then your information will be passed to the Council officer who deals with the review.

The information you provide in this form will be stored in Amazon's Web Services data centre in Ireland.

How long we keep it

The information will be held for 5 years following the completion of the FOI request or any subsequent Internal Review, following which it will be securely deleted.

What else will it be used for

The information from your requests will be used in an anonymised form to produce performance reports for the Information Governance Board and may be shared with the Information Commissioner in the context of an investigation into Council FOI handling.