

Processing of Freedom of Information Requests Privacy Notice

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Senior Information Governance Officer

Tel: 01924 306112

Email: infosec@wakefield.gov.uk

c) The Council's Data Protection Officer is the Corporate Information Governance Team Manager: Contact details:

Telephone: 01924 306112

Email: dpo@wakefield.gov.uk

2. How we use your data

The Corporate Information Governance Team needs to collect the following information about you.

- Name
- Contact details (either email address or postal address)

We use this information to enable us to respond to you with your request for information.

To enable us to provide our service to you we will share your information with other Council officers where a request has progressed to a review panel.

Should you decide not to provide your contact details we will not be able to respond to your Freedom of Information request.

3. What authority does the Council have to collect and use this information?

Under the Freedom of Information Act 2000, the Council is bound by law to respond to a request for information.

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of 3 years after which time it will be deleted from our systems. The reasons for keeping information for this period of time are:

- To enable an efficient and consistent response to those who make regular or repeated requests.
- To be able to identify repeat requests/vexatious requests.

5. Your rights and your personal data

Under the General Data Protection Regulation you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

6. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.