

Executive Office

Access to Information (Data Protection, Freedom of Information and the Environmental Information Regulations)

Exeter City Council is registered with the Information Commissioner's Office (ICO) as a data controller under the Data Protection Act. The Council's registration number is Z5448502.

The Council's Data Protection Officer can be contacted on data.protection@exeter.gov.uk.

You are entitled to request access to public information and / or a copy of your personal information and records that the Council holds.

What personal information we collect about you

We will collect, store and use the following personal information about you:

- Personal contact details such as name, title, address, telephone number and email address
- Information about your personal circumstances that may be relevant to the service you have requested, e.g. in making a subject access request

We may also collect proof of identification including photograph and signature when verifying your identity for a subject access request. We may also collect any other information that you supply to us to help us locate the information you are requesting which may include details of other family members, or if submitting a request on behalf of another individual we will hold both parties' details.

Your personal information will be collected either from you directly as the data subject, or from a representative acting on your behalf.

How we use your personal information

We use your personal information so that we can process your request for information.

The lawful basis for processing your personal information is the performance of a public task and is necessary for compliance with a legal obligation under the information rights laws. This includes the following legislation:

- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- General Data Protection Regulations
- Data Protection Act 2018

What we will do with it

Your personal information will be held and used by the Council. We will only share your information with services that hold the information you have requested and third party organisations who have provided us with information about you. This will enable us to process your request.



Your information will not be shared for any other purpose.

How long will we keep your information?

We will keep your personal information for up to 6 years from the date that you made the request. When we no longer need to keep it we will destroy it.

What will happen if you don't provide your personal information?

If you do not provide your personal information, we will not be able to process your request and we will be unable to provide you with the information you have requested.

More information

For more information about how we look after your information or to find out more about your rights, go to www.exeter.gov.uk/DataProtection or contact the Data Protection Officer (data.protection@exeter.gov.uk).