

# Freedom of Information Requests

## Information collected

- Customer name
- Contact address (home address or email address)
- Details of FOI request

## Agencies we might share your information with

- Information Commissioner's Office

## Purpose for processing

The Council has a requirement to process the above information for the purpose of processing Freedom of Information requests. We operate under the Freedom of Information Act 2000, Data Protection Act 2018 and other regulations such as GDPR. We request the minimum amount of information and it is stored securely in Civica software.

## Length of time we keep your information

6 years after the record has been closed.

## Updates to this privacy notice

We will continually review and update this privacy notice to reflect changes in our processes and procedures, as well as to comply with changes in the law. When such changes occur, we will revise the "last updated" date at the bottom of this notice. We encourage you to periodically review this notice and to be informed of how Colchester Borough Council is protecting your information.

The privacy notice was last updated on 20/02/19.