



Privacy Notice for Access to Information

Why we are collecting your data

Lewes District Council and Eastbourne Borough Council are data controllers and need to collect your personal data in order to respond to your request for information or subject access request. We will only collect the personal data from you we need in order to deal with your request.

The legal basis for the processing

We are unable to fulfil our obligations to you under the Freedom of Information Act 2000, the Environmental Regulations 2004 or the data subject access provisions under article 15 of the General Data Protection Regulation (GDPR) unless we process your personal data. Accordingly, the processing is necessary to comply with these legal obligations.

If we ask you to provide proof of identity, the processing of your identity documentation is necessary for the purpose of our legitimate interest in ensuring you are using a real name.

Who will your information be shared with?

To ensure our record keeping is efficient and to be able to provide services quickly across Lewes and Eastbourne we hold your personal information in a centralised customer record.

We share your personal data with other council departments where this is necessary to respond to your request. We may also share information with the Information Commissioner's office where you have referred a complaint to them. We may disclose information to third parties where it is necessary to comply with a legal obligation.

Where we need to disclose sensitive information such as medical details to a third party, we will only do so once we have obtained your explicit consent, or where we are legally required to. We may disclose information when necessary to prevent risk of harm to an individual.

The councils are required by law to protect the public funds they administer. We may use any of the information you provided for the prevention and detection of fraud. We may also share information with other bodies that are responsible for auditing or administering public funds, including the Cabinet Office. The Cabinet Office requires councils to participate in data matching exercises to assist in the prevention and detection of fraud.

We will not

- Use your information for marketing or sales purposes without your prior explicit consent.

- Send or store your data abroad
- Make decisions about you based on automated processing.

How long will we hold your data for?

We keep personal data relating to Freedom of Information, Environmental Information Regulations and data protection requests for three years, plus the current year from the date the request was responded to.

We will securely dispose of any proof of identity documents you provide in support of your FOI, EIR or subject access request as soon as we have verified them.

Your rights

- You are entitled to request a copy of any information about you that we hold.
- If the information we hold about you is inaccurate you have a right to have this corrected and you have the right to request completion of incomplete data.
- You have the right to request that we stop, or restrict the processing of your personal data, in certain circumstances. Where possible we will seek to comply with your request, but we may be required to hold or process information to comply with a legal requirement.
- You have the right to object to the processing of your personal data in certain circumstances. We may still be required to hold or process information if there are legitimate grounds for doing so.

If you are dissatisfied with how the councils have used your personal information you have a right to complain to the Information Commissioner's Office at casework@ico.org.uk

Identity of Data Protection Officer

Oliver Dixon, Senior Lawyer

Contact details

Eastbourne Town Hall, Grove Road, Eastbourne, BN21 4UG

Email: accesstoinformation@lewes-eastbourne.gov.uk

Tel: 01323 410000