

Privacy Notice for FOI and EIR requests

Service description

Canterbury City Council has a responsibility to respond to requests for information made under the Freedom Of Information Act 2000 and the Environmental Information Regulations 2004. These are referred to as FOI and EIR requests.

Processing activity

The purposes for which your data will be used is to deal with your request for information.

Information requirements

This information may include:

- Your name, address, phone number, email address.

Lawful bases

Our **lawful bases** for processing your personal information are:

- Public Interest

If you do not provide the information that is requested we may not be able to deal with your request.

Your rights

Your rights depend on the lawful basis we are relying on. More information is [available here](#).

Data Processors

Canterbury City Council employ Jadu to help us process FOI and EIR requests. Jadu store data in the United States of America and comply with Privacy Shield. Compliance with Privacy Shield means this arrangement qualifies for an adequacy decision from the European Commission.

Canterbury City Council employ Ideagen PLC, a UK based company, who themselves employ Amazon Web Services to host the software. Amazon Web Services comply with Privacy Shield. Compliance with Privacy Shield means this arrangement qualifies for an adequacy decision from the European Commission.

Data sharing

We may rely on a number of exemptions, which allow us to share information without needing to identify a lawful basis for the sharing and without needing to provide you with information about the sharing. Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

Retention

We keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept for in accordance with our Retention Policy. All information will be held securely and disposed of confidentially.

Please refer to our Corporate Privacy Notice at www.canterbury.gov.uk/privacy for further details of how we process your personal information and your rights.