

Freedom of Information: privacy notice for requesters

About this privacy notice

This notice explains how your personal data will be used when the University responds to your Freedom of Information request. The data controller in relation to your personal data is the University of East Anglia.

How we will use your information

We will collect and hold information about you in order to allow us to fulfil our statutory obligation to process your Freedom of Information request and provide you with a response, and to give us certain information to allow us to manage the administration of requests.

What information will we collect, and why?

As a public authority, the University has a legal obligation to respond to your request. For a valid request to exist, we must have your name and a contact address that we can use to correspond with you. We must also have enough detail in your request to allow us to understand what you are requesting.

We do not need to know, and will never ask for, your reasons for submitting a request. However, if you choose to provide this or any supplementary information with your request, the information will be retained within our records of correspondence with you.

In addition to your name and contact details, to help us to carry out the public task of assessing and managing our handling of Freedom of Information requests we will also record information regarding your 'category' as a requester (e.g. journalist, member of the public), only where this information is provided in your request.

How we will keep and share your information

Your personal information will be stored securely on UEA systems and will not be transferred outside the European Economic Area (EEA).

The only individuals within UEA with access to your personal data will be staff managing your request. Your identity will not be shared with other UEA staff members. If we believe our response to your request will lead to the publication of a news story relating to the University, we will share our response, but not your identity, with our internal Communications Office.

We will not normally share your data with any third party, except where required by law, or where you have submitted a complaint about our handling of your request to the Information Commissioner's Office (ICO) and we are obliged to provide information to the ICO at their request.

Your information will be securely deleted at the end of the appropriate retention period (see below).

How long will we keep your information?

Most information relating to the University's administration of a Freedom of Information request will only be kept for one year after the date of our response. Limited correspondence with you, and basic information describing your request will be kept on file, in line with our records retention policy¹. Our response to you will be anonymised then published on our Disclosure Log for a period of 5 years.

Your rights / concerns and complaints

You have certain rights in relation to your personal data we hold and you can find out more about your rights at: <https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/regulations-and-policies/information-regulations-and-policies/data-protection/your-rights>

If you are unhappy with how we've used your personal data please contact the University's Data Protection Officer in the first instance (see below). You can also make a complaint to the Information Commissioner's Office. See: <https://ico.org.uk/concerns/>

How to contact us

You can contact the University's Data Protection Officer by email at: dataprotection@uea.ac.uk, by phone on +44 (0)1603 59 2431, or by mail at the following address:

Information Compliance
The Library
University of East Anglia
Norwich Research Park
Norwich
NR4 7TJ

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¹ <https://portal.uea.ac.uk/documents/6207125/7105351/ISD%2BRRS.pdf/ef924a1f-634d-447f-8b63-330df1805e80>