**Freedom of Information Requests**

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| **Purpose** | As a public body, the ICB has a duty to respond to requests made under the Freedom of Information Act 2000 (FOIA), Environmental Information Regulations 2004 (EIR), and the Re-Use of Public Sector Information Regulations 2015 (RPSI). |
| **Type of Information** | Identifiable - Personal (name and email or postal address) |
| **How we will collect and use the Information** | We will only collect identifiable information such as name and contact details provided by individuals making requests under the Freedom of Information Act 2000 (FOIA), Environmental Information Regulations 2004 (EIR) and the Re-Use of Public Sector Information Regulations 2015 (RPSI). This information will only be used to respond to such requests and in correspondence with individuals following appeals. The personal data we process is freely provided by applicants who wish to exercise their right to use the above legislation in order to access information held by or on behalf of the ICB. Where the individual is making a request under the Re-Use of Public Sector Regulations 2015, by law we also require the name of the organisation and the re-use purpose. |
| **Who we will share the information with.** | Information will not be shared outside of the ICB. |
| **Legal Basis for Processing Personal Data** | 6(1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject;  Freedom of Information Act 2000, Environmental Information Regulations 2004, Re-Use of Public Sector Information Regulations 2015 |
| **Data Processors** | None |
| **Your Rights** | * To be informed about the processing of your information (this notice) * Of access to information held about you * Have the information corrected in the event that it is inaccurate. * To restrict or stop processing * Not to be subject automated decision-making or profiling |
| **How long we will keep the information.** | Your personal data will be retained on our systems and files in line with the Records Management Code of Practice 2021.  [Records Management Code of Practice - NHS Transformation Directorate (nhsx.nhs.uk)](https://www.nhsx.nhs.uk/information-governance/guidance/records-management-code/)  Freedom of Information (FOI) requests and responses and any associated correspondence - 3 years from the date of closure of the FOI request. FOI requests where there has been a subsequent appeal - 6 years from the date of closure of the appeal. |