



Privacy notice – information requests (FOI, EIRs, data protection requests)

This notice provides details of what information we collect from you, what we do with it, and who it might be shared with.

Identity and contact details of the controller and the data protection officer

Falkirk Community Trust (the Trust) is the data controller. You can contact the data protection officer at:

*Data Protection Officer
Falkirk Community Trust
Suite 1A
The Falkirk Stadium
4 Stadium Way
Falkirk
FK2 9EE*

dpo@falkirkcommunitytrust.org

Why do we collect this information?

The information is being collected for the following purpose/s:

1. To deal with your information request.

The legal basis for each purpose is set out below:

Legal basis	Purpose
Consent	
Performance of a contract	
Legal obligation	1
Vital interests	
Task carried out in the public interest	1
Legitimate interests	

We are required by the following legislation to respond to your request:

- Data Protection Act
- Freedom of Information (Scotland) Act 2002
- Environmental Information (Scotland) Regulations 2004

What information do we collect about you?

We collect your name and contact details (which may be a postal address, email address and/or phone numbers) and, for data protection requests, information to check your identity. We also keep copies of your communications with us and our responses.

Where do we collect information from?

We collect information from you. If you have a third party acting on your behalf, for example, a solicitor, they may give us information about you so that we can respond to them about your request.

Who might we share your information with?

Falkirk Council established the Trust in 2011 and the Trust carries out services on behalf of Falkirk Council. We may share your information with Falkirk Council. They are our information governance, legal, health & safety, financial, IT, child protection, insurance advisers, the owners of the sites we manage, and their environmental health unit are our enforcing authority of health & safety.

We do not share your information with anyone else, unless we are required to do so by law or with the Scottish Information Commissioner (freedom of information) or the Information Commissioner (data protection).

The Trust has a duty to protect public funds. We may check your information within the Trust and with Falkirk Council for verification purposes and/or for the prevention of fraud. We may share your information with other organisations where we are required to do so for the purposes of the prevention or detection of crime.

Will we send your information outwith the UK?

We do not transfer your information outwith the UK.

How long do we keep hold of your information?

We keep your information for 3 years after your information request is closed.

What are my rights in relation to the information held about me?

You have the following rights:

- To see any information held about you by making a [subject access request](#).
- To withdraw consent at any time, where the legal basis for processing is consent.
- To data portability, where the legal basis for processing is (i) consent or (ii) performance of a contract.
- To request rectification or erasure of your information, where data protection legislation allows this.

Do I have a right to complain about the way information has been used?

If you have a concern about the way we are collecting or using your personal data, please let us know and we will try to resolve this. If you are still concerned, you can contact the Information Commissioner:

*Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF*

Tel: 0303 123 1113 (local rate)

Fax: 01625 524 510

Email: casework@ico.org.uk

Do I have to provide my personal data to you?

If you want to make an information request, we need to know your name and contact details and, for data protection requests, information to check your identity.

Do you use any automated processes to make decisions about me?

We do not use automated decision making processes to deal with information requests

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