



Birmingham and Solihull
Clinical Commissioning Group

Use of personal information – Freedom of Information Requests

Data Controller	NHS Birmingham and Solihull CCG
Purpose	As a public authority, the CCG has a duty to respond to requests made under the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR).
Type of information used	Type of information used: Identifiable - Name and either email or postal address only. Any other information provided by the person who submits the request.
Legal Basis	Article 6(1)(e) – “For the performance of a task carried out in the public interest, or in the exercise of official authority vested in the controller” – namely the FOIA and EIR.
How we collect (the source) and use the information	The CCG collect identifiable information from the requester. This information will only be used to respond to such requests and any subsequent appeals. The personal data processed 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 CCG.
Data Processor and Location of Processing	None. All data is processed within the UK.
How long will the information be kept for?	The CCG will retain FOI requests for three years, unless there is a request for a review of the CCG’s handling of the request, in which case it will be retained for 6 years. The CCG will retain details of complaints to the Information Commissioner’s Office (ICO) for ten years, at which point the retention of the information will be reviewed.
Who we share the information with (recipients)	Personal information about requesters will not be shared outside the CCG, unless the requester makes a complaint to the ICO.