

Executive Support

Access to Information (Data Protection and Freedom of Information)

How we use your personal information

We use your personal information so that we can process your requests for information. We are required to do this under the information rights laws.

What we will do with it

Your personal information will be held and used by the council. We will only share your information with services that hold the information you have requested and third party organisations who have provided us with information about you. This will enable us to process your request.

Your information will not be shared for any other purpose.

How long will we keep your information?

Our Corporate Retention and Disposal Policy sets out how long we are required to keep your information for. When we no longer need to keep it we will destroy it.

What will happen if you don't provide your personal information?

If you do not provide your personal information, we will not be able to process your request and we will be unable to provide you with the information you have requested.

More information

For more information about how we look after your information or to find out more about your rights, go to www.exeter.gov.uk/DataProtection or contact the Data Protection Officer on 01392 265257.