

External Funding Unit

Information Sheet 15 Freedom of Information and Data Protection

Freedom of Information

From 1 January 2005 we and all public authorities in Scotland must act in line with the Freedom of Information (Scotland) Act 2002 – FOISA for short. This raises some issues that you should be aware of.

The main point is that we can release any information we produce or receive to someone asking for information under FOISA, and this information may then be made public.

Personal information and some types of business information do not have to be made public. Individuals also have other rights under laws like the Data Protection Act. Usually, we must pass on information if someone asks to see it.

For detailed information about how we are dealing with freedom of information, go to www.dumgal.gov.uk and search on 'FOI'. This will also direct you to other relevant information.

If you have a particular question about this change in the law, you can also phone our Senior Information Officer on 01387 260102.

Data Protection

Our Council is committed to protecting fully the rights of individuals by ensuring that all personal data it holds is relevant, accurate, secure, and used fairly and lawfully.

The Data Protection Act 1998 places obligations on organisations that use personal information and gives individuals certain rights. The Act states that those who record and use personal information must be open about how the information is used.

Dumfries & Galloway Council fully endorses and adheres to the Principles of Data Protection as detailed in the Act.

When signing the declaration in our funding application forms, you are agreeing that we may make the information you have given on the form available to the public, and we may use it for publicity purposes.

The following information will not be made public:

- personal and contact details such as addresses, phone numbers and email
- bank details

We will, however, share the information on your form with relevant stakeholders such as members of our scoring panels, Elected Members of our Council and Sports Council committee members.