

Guidance on Requesting Information

In accordance with Data Protection Laws, including Freedom of Information (FOI) and Environmental Information Regulations (EIR) and as outlined in our Privacy, Cookies and Fair Processing Policy there are different rights when it comes to requesting data from the North East Combined Authority or the North East Local Enterprise Partnership.

This guidance outlines the different types of requests that can be made. If any of this information is not clear and you would like further information regarding this guidance please email:

enquiries@northeastca.gov.uk

If you would like any additional guidance please view our Privacy, Cookies and Fair Processing Policy at:

<https://northeastca.gov.uk/privacy-cookies-policy/>

Freedom of Information Requests

Before submitting a request to the North East Combined Authority (or the North East Local Enterprise Partnership) you should ensure that you have submitted the request with the correct organisation.

If you have a request that does not directly relate to an activity carried out specifically by the Combined Authority or the North East LEP you should submit your Request to the appropriate Council or transport company/organisation.

How do I request information under the Freedom of Information Act or EIR regulations?

Your request must be made in writing (by e-mail or letter) and should contain:

- your full name;
- an address for us to contact you; and
- a description of the information you are interested in.

| Organisation | Document title | Version | Approved by: | Classification |
|--------------|---|---------------|--------------|---------------------|
| NECA | Guidance on Requesting Information Author: Peter Judge, Monitoring Officer Amended: Rhiannon Hood, Data Protection Officer | V2 30.10.2019 | | Public/Unrestricted |

You can send your requests for FOI or EIR:

- by email to: freedomofinformation@northeastca.gov.uk
- by post

c/o Data Protection Office: Civic Centre, Burdon Rd, Sunderland SR2 7DN

What information can I request?

You will be able to request any information that the Combined Authority or North East LEP holds and we will advise you should the information request be exempt.

This can include:

- Our policies and plans
- How we handle issues and make decisions
- Financial information
- Our performance

Please note: Much of the information we hold is published on the NECA and the North East LEP websites.

Is there any information I cannot receive?

You may not be able to receive the information you request if it is exempt. You can find out more details about the exemptions in the Freedom of Information Act from the Information Commissioner's website www.ico.org.uk

If we decide that we cannot disclose the information you have requested, we will explain the reasons for our decision.

How much will it cost?

We will deal with most requests free of charge. However, if the request takes us more than 18 hours to satisfy, it is our policy to make a charge. We may also charge you for the cost of copying, printing, postage or translating the information where this is significant. We will tell you about any charges before we start work on your request. The same charges will apply to requests for environmental information.

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How quickly will I receive the information?

We are required to respond to FOI or EIR requests within 20 working days.

Subject Access Requests (SAR)

You also have the right to request the information we hold about you.

How do I request information?

A Subject Access Request (SAR) can be made via any of, but not exclusively, to the following methods

- by email to: FAO Data Protection Officer, North East Combined Authority: freedomofinformation@northeastca.gov.uk
- by post
c/o The Data Protection Officer: Civic Centre, Burdon Rd, Sunderland SR2 7DN

What information can I request?

The SAR provides a right for a subject to view their own personal details that we may hold.

The Combined Authority is not required to respond to requests for information unless it has been provided with adequate and reasonable details.

We will ask that the identity of the requester be confirmed via a valid Passport or Driving License.

How much will it cost?

There is usually no charge for making a SAR. You can use the contact details provided above to make a SAR.

How quickly will I get the information?

In accordance with guidance we are required to respond to a SAR within one month, however, in some cases this may be extended to three months. If we need the extra time, we will let you know.

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