

## General Data Protection Regulations

The GDPR regulates how we collect, manage, share and store personal data and your rights in relation to our management of your data. Further information may be found in our published Privacy Policy.

## Freedom of Information

It's important that you're aware of the Arts Council of Wales' obligations and responsibilities under Freedom of Information Act 2000 to provide on request access to recorded information that we hold. One of the consequences of these statutory responsibilities is that information we hold about you may be subject to disclosure, in response to a request, unless we decide that one of the statutory exemptions applies.

If you send us information that you believe to be commercially sensitive or confidential, this will need to be clearly marked. It would help us if you could explain briefly the reason(s) and appropriate timescales you would consider confidentiality to apply. This will assist us, in the event of a request, to substantiate our reason for applying the necessary exemption should we decide it would be appropriate to do so. However, you can't assume that by marking information as confidential or commercially sensitive that an automatic exemption will apply. Other factors would also need to be considered at the time, such as the nature and scope of information requested and the timing of that. (Freedom of Information rules assume that confidentiality/commercial sensitivity usually diminishes over time).

Sometimes information, data and material of any nature comprises Personal data or Sensitive Personal data, (as terms are defined in the General Data Protection Regulations). If this applies, we'll not disclose any such confidential information to a third party without your consent.