

## Planning - privacy and your data

### 1. Who we are and what we do:

As a Council, we are responsible for administering planning applications and enforcing planning regulations within the district. Additional information about our planning functions can be found on the [Council website](#).

For additional information about your rights and when the Council will share data, this document should be read alongside the Council's [general privacy policy](#).

### 2. What information do we hold and use?

Personal data held by Council Tax can include:

- Name, address contact details.
- Financial details (payment records).
- Biographical data, i.e. contextual information provided by an applicant or consultee in a representation.

### 3. How do we obtain your personal information?

Personal data can be obtained from a range of sources, including:

- Directly from yourself, i.e. by completing an application form, posting a comment or sending an email.
- From a third party acting on your behalf, i.e. a solicitor or planning agent.
- From a third party providing a representation, i.e. objecting or supporting an application, or reporting a breach of planning controls.
- From the [Planning Portal](#), a site that facilitates planning applications and provides planning guidance.

### 4. What do we use this information for?

The Council will make use of some personal data in order to enforce and administer parking regulations, or provide you with a service. Links to more information about these services has been provided where possible. This includes:

- Receiving, validating and processing [planning application](#).
- Administrating [consultations and receiving comments](#) for planning matters.
- Issuing decisions regarding applications.
- Conducting [public meetings](#) to determine applications.
- Providing [formal](#) and [informal](#) planning advice.
- Maintaining public registers of developments and enforcement activities.
- Managing [enforcement of planning regulations](#).

- Monitoring compliance with planning conditions.
- Developing planning [policy and strategy](#).
- Facilitating [self and custom build](#) interest in the district.
- Facilitating [heritage and conservation](#) schemes.
- Managing appeals or legal action.

## 5. On what basis do we use your data?

When processing your personal data, the Council relies on the following conditions:

- The processing is necessary for a task carried out in the public interest, or in the exercise of official authority.
- The processing is necessary for compliance with a legal obligation.

When we process personal data for statutory reasons, this will usually relate to legislation including:

- Town and Country Planning (Brownfield Land Register) Regulations 2017
- Self-Build and Custom House building Act 2015
- Town and Country Planning (Local Planning) (England) Regulations 2012
- Neighbourhood Planning (General) Regulations 2012
- Community Infrastructure Levy Regulations 2010
- Planning Act 2008
- Planning and Compulsory Purchase Act 2004
- Hedgerow Removal Regulations 1997
- Planning and Compensation Act 1991
- Town and Country Planning Act 1990
- Planning (Listed Buildings and Conservation Areas) Act 1990
- Planning (Hazardous Substances) Act 1990
- Land Compensation Act 1961
- The Levelling-up and Regeneration Act 2023 to the list of legislation

## 6. Who do we share your data with?

The Council will share your personal data with 3<sup>rd</sup> parties under certain circumstances. These include:

- Salesforce: A data processor that provides a case management system that holds planning case files.
- Statutory Consultees: Bodies or organisations we are required to consult on new applications.

- [Planning Inspectorate](#). The body that adjudicates planning appeals and carries out reviews of Local Plan development.

## **7. How long do we store your data?**

Your data will be retained for the period set out on the Council's corporate retention schedule. A copy of this can be obtained on our privacy policy page on the Council website.

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