Planning Privacy Notice – November 2019

Who we are

We are the planning department for North West Leicestershire District Council. This privacy notice explains how we use information in the course of our work as a local planning authority. This work includes

* Making decisions and providing advice on planning applications
* Making planning policies
* Working with neighbourhoods on their plans
* Working with neighbouring authorities on strategic policies
* Responding to allegations of unlawful development
* Monitoring development
* Entering legal agreements, serving notices and promoting the best use of land

If you have questions about data or privacy contact our data protection officer using the following details:

Email: dpo@nwleicestershire.gov.uk

Telephone: 01530 454763

In writing: Data Protection Officer, North West Leicestershire District Council, Council Offices, Whitwick Road, Coalville, Leicestershire, LE67 3FJ.

How we get your information

We get applicant information in two ways – it is supplied to us directly (or via a planning agent on their behalf) or we receive it from a third party website that provides a transaction service such as The Planning Portal.

We also receive comments, representations, allegations and questions via email, letter, and through our platform(s).

What we do with your information

To allow us to make decisions on their applications individuals must provide us with some personal data (e.g. name, address, contact details). In a small number of circumstances individuals will provide us with “special category data” in support of their application (eg evidence of medical history).

We use the information provided to us to make decisions about the use of land in the public interest. This is known as a “public task” and is why we do not need you to “opt in” to allow your information to be used. Some information provided to us we are obliged under the regulations to make available on planning registers. This is a permanent record of our planning decisions that form part of the planning history of a site, along with other facts that form part of the “land search”.

How we share your information

We do not sell your information to other organisations. We do not move your information beyond the UK. We do not use your information for automated decision making. We will make details of planning applications available online so that people can contribute their comments. We will sometimes need to share the information we have with other parts of the council-for example to establish how long a building has been used as a dwelling.

Redaction (‘blanking things out’)

We operate a policy where we routinely redact the following details before making forms and documents available online:

● Telephone numbers, email addresses and signatures

● Special Category Data - e.g. supporting statements that include information about health conditions or ethnic origin

● Information agreed to be confidential

Sometimes we might decide it is necessary, justified and lawful to disclose data that appears in the list above. In these circumstances we will let you know of our intention before we publish anything.

If you are submitting supporting information which you would like to be treated confidentially or wish to be specifically withheld from the public register, please let us know as soon as you can - ideally in advance of submitting the application. The best way to contact us about this issue is by emailing development.control@nwleicestershire.gov.uk.

Retention (‘how long we keep your information for’)

We process many different types of information according to our retention policy. Further information can be found here:

<https://www.nwleics.gov.uk/pages/how_long_we_keep_your_personal_information>

Complaints and problems

Making decisions on planning matters is a public task and you do not have the right to withdraw consent. However if you think we have got something wrong or there is a reason you would prefer for something to not be disclosed please ask us by emailing development.control@nwleicestershire.gov.uk.

If you need to make a complaint specifically about the way we have processed your data you should in the first instance use our corporate complaints policy (<https://www.nwleics.gov.uk/pages/complaints_comments_and_compliments>)

If we fail to respond properly you can direct your concerns to the [Information Commissioners Office.](https://ico.org.uk/)