**North West Leicestershire District Council**

**Planning Policy**

**Privacy Notice**

This notice explains the information that we collect from you, what we do with it, and who it might be shared with.

Where we refer to “the Council”, “we” or “us” we mean North West Leicestershire District Council – the Data Controller

Where we refer to “you” or ”your” we mean you as the individual(s) providing us with your data – the Data Subject.

**What is personal information?**

Personal information can be anything that identifies and relates to a living person. It can include details such as names, addresses and date of birth amongst other things.

**What lawful basis do we have to collect your data?**

Under Article 6(1)(e) of the GDPR, we are permitted to use data for our tasks.

**What information do we collect from you?**

When you fill out information given to the Council, we will collect, or may collect where it is relevant to your circumstances the following details:

* Your name;
* postal address;
* e-mail address;
* telephone number(s);
* date of birth (for Self and Custom Build register applicants only);
* nationality (for Self and Custom Build register applicants only);
* Information about your earnings (Sale of Discounted Open Market houses only);
* Information about your savings or equity (Sale of Discounted Open Market houses only);

**Why do we collect this information?**

We collect this data in order to be able to contact you to consult with you and ensure you are up-to-date in respect of progress on the Local Plan and other planning documents.

We require information regarding date of birth and nationality in order to compile and maintain a Self and Custom Build Register as required by legislation.

We require information regarding earnings and savings/equity to enable us to assess whether you would be eligible for what are known as Discounted Open Market houses agreed as part of new developments.

**Who might we share this information with?**

The Council will only share your data as outlined below unless you have given your written consent, or if otherwise this is permitted by law.

If you make payment by debit or credit card (for example to pay for a hard copy of a document), the information will be processed by banking services providers in accordance with the Payment Card Industry’s Data Security Standards.

Your information may be shared with:

* Other departments within the Council. For example, information regarding earnings and savings/equity with our Housing Services. For those applying to go on the Self and Custom Build register we may share your information with our Property Services and Legal Services when looking to identify possible suitable sites to meet your needs;
* Planning Inspectorate;
* Parish and Town Councils;
* Statutory consultees e.g. Leicestershire County Council
* General public
* Councillors/Members

**Where will my information be sent?**

As required by law, all information will be kept within the European Economic Area.

**What do we do with yo****ur information?**

The information that you have provided will be held by the Council and will only be accessed by authorised Council employees.

**Will your details be used for Council Marketing or Promotions?**

We may separately ask you for your permission to provide you with information about other Council services and, if you agree, how you would like to receive that information. You do not have to give your permission to receive these details, and it is not a condition of the Planning Policy that you agree.

**What about automated decision making?**

No automated decisions will be made.

**How long do we keep hold of your information?**

The Council will keep hold of your information until such time as a Local Plan is adopted, at which point we will ask you whether you wish to remain on our contacts database.

In terms of people registered on the Self and Custom Build Register we will hold your information until such time as you have acquired a self-build plot, advise us that you no longer wish to be on the register, or six years in any other case.

Information held in respect of earnings and savings/equity in connection with Discounted Open Market houses will be held for a period of up to 3 months from the date received.

**Can I withdraw my consent/ask for my data to be removed?**

You can ask at any time for your data to be removed by writing to the Data Protection Officer at the address below. Your data can also be ‘anonymised’. This means that your data will be turned into a form which does not identify you as an individual. It may not always be possible to remove or anonymise data (for example a current tenant’s data), but we will let you know should you request either of these.

**How can I access the information you hold about me?**

By making a Subject Access Request and going onto the Council’s website at https://www.nwleics.gov.uk/pages/how\_to\_make\_a\_subject\_access\_request or writing to the Data Protection Officer, North West Leicestershire District Council, Council Offices, Whitwick Road, Coalville, Leicestershire, LE67 3FJ. A fee of £10 is payable if a request is made before 25 May 2018.

**How can I contact the Data Protection Officer?**

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.

**If I am unhappy with how my data is being handled what can I do?**

The first thing to do is to contact the Data Protection Officer on the details above to see if they can help to resolve your problem.

You also have the right to lodge a complaint with a supervisory authority. More information on this can be found on the Information Commissioner’s Office Website (https://ico.org.uk).