

# Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us.

We collect personal data to help us to investigate reports of breaches of planning legislation.

Date of Issue: 25<sup>th</sup> April 2018

Update History:

<i>Version 1</i>	First issue of a new Privacy Notice – planning enforcement investigation

Directorate: Environment

Service: Development & Planning Development Management

Team: Development Control

## About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council  
Market Street  
Newbury  
Berkshire  
RG14 5LD

ICO Registration Number: **Z6825178**

<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

## The Data Protection Officer

The Data Protection Officer for West Berkshire Council is:

**James Gore AMBCS BA**

Contact details can be found here: <http://info.westberks.gov.uk/dpofficer>

## **What personal data will we collect about you?**

When you make a planning enforcement enquiry or report, we will collect:

- your name
- address
- email address
- telephone number

These are collected when you contact us by telephone, online form or email. These details are entered in the Council's electronic planning enforcement database.

This information will not be made available for public inspection and it will be held as part of the enforcement file

## **What will we use your data for?**

We need your name, address and contact details in order to follow up your report, and provide you with information about the enquiry.

We will only use your personal information to provide the service requested - the investigation of a breach of planning legislation.

Data we collect as part of that investigation is used only to work out if a breach has taken place and then to support enforcement activities that result from it.

## **Who will see your data?**

Reports and enforcement investigations are confidential. The Council will not share your information with the general public. If you are making a report about an enforcement breach, we won't share your data with the person or organisation you have made the report about.

Depending on the circumstances, we may share information with third parties where we progress the case and serve enforcement notices, including any pending or potential criminal activity or prosecution. These bodies include internal departments at West Berkshire Council, the government Planning Inspectorate, Thames Valley Police, Customs & Immigration Enforcement, Inland Revenue and other government bodies.

## **Why are we doing this?**

We are legally processing your data under the requirements of the Town & Country Planning Act 1990, Local Government (Access to information) Act 1985 and The Environmental Information Regulations 2004.

There's information on your rights as a data subject below (see "Your Rights").

## **How long will your data be kept?**

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council's retention schedule ([www.westberks.gov.uk/retention](http://www.westberks.gov.uk/retention)).

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## **How is your data stored and processed?**

Your data will be held on the Council's electronic enforcement file and will be protected using up-to-date technical and organisational security measures.

## **Transfer overseas**

Your data will not be stored or sent outside of the UK.

## **Your rights**

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form ([www.westberks.gov.uk/dprequest](http://www.westberks.gov.uk/dprequest)) that also allows you to make a request for us to take action about something.

## **Complaints**

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/>), but you can also do so in writing to:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

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