

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 process your planning application.

Date of Issue: 25th April 2018

Update History:

| | |
|-----------|--|
| Version 1 | First issue of a new Privacy Notice – submission of a planning application |
| | |
| | |

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?

We will collect:

- your name
- address
- email address
- telephone number

These are collected on the planning application form. These details are entered in the electronic planning register.

For certain applications confidential information may be requested. This information will not be made available for public inspection and it will be held as part of the planning file.

What will we use your data for?

We need your name, address and contact details in order to provide you with information about your application.

We will only use your personal information to provide the service that you have requested - the submission and determination of your planning application.

Who will see your data?

When you make a planning application, we must make the documentation available for public inspection in accordance with the legislation detailed below. This means that we cannot treat such information as confidential and this information will continue to be held as part of the planning file.

We may share your information with other bodies/agencies, depending on the circumstances, where we have a statutory requirement to do so for the purposes of the planning consultation process. These bodies include internal departments at West Berkshire Council, Parish and Town Councils, elected Ward members and government and non-government bodies.

We will detail your information on the Orange Site Notice which will be available for the public to view.

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).

How is your data stored and processed?

Your data will be held on the Council's electronic planning register database designed for Planning users 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) 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

END
