

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 allow us to provide the means for the public to comment on planning applications.

Date of Issue: 25th April 2018

Update History:

Version 1	First issue of a new Privacy Notice – submission of a comment regarding 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 data will we collect about you?

We will collect:

- your name
- address
- email address
- telephone number

This data is collected from your comment form or submission when you submit it to the Council.

What will we use your data for?

We will only use the information you give us to allow the submission of comments regarding a planning application, and to check that they meet our guidelines. You can read more about this on the Council's website at www.westberks.gov.uk/representations .

We use the data you give us to verify your identity and to help ensure that process of making comments is fair and is not left open to abuse.

Who will see your data?

Comments for planning applications will be made available for public inspection in accordance with the legislation detailed below (see "Why are we Doing This"). You can request in writing that we do not publish your name, address, email address and/or telephone number on the electronic planning file. If you do this, will not place identifying data you have given us on the Council's website.

If you request for your comments to be treated as confidential then your comments will not be considered as part of the planning application.

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.

The Council is not able to accept comments on planning applications that are not accompanied by the basic identifying information listed above.

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 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

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