

Privacy Notice

This document describes how and why we in the Planning and Transport Policy section of West Berkshire Council collect, store, protect, process and share the data you give to us. We collect personal data to help us in the preparation and maintenance of the West Berkshire Brownfield Land Register.

Date of Issue: 24 May 2018

Update History:

24 May 2018	First issue of a new Privacy Notice – West Berkshire Brownfield Land Register

Directorate: Environment
Service: Development & Planning
Team: Planning and Transport Policy

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?

The [Town and Country Planning \(Brownfield Land Register\) Regulations 2017](#) require local planning authorities to prepare, maintain, and publish a register of brownfield (previously developed) sites that are available and potentially suitable for residential development across the district.

The purpose of the register is to provide up-to-date information on sites that local planning authorities consider to be appropriate for residential development, having regard to criteria that is set out in the regulations.

The register will be updated at least once a year, and is kept in two parts –

- Part 1 shows sites categorised as brownfield land which are suitable, available, and achievable for residential development.
- Part 2 is optional and allows us to select sites from part one and grant Permission in Principle (PiP) for housing-led development. PiP will establish the fundamental principles of development in terms of use, location, and amounts of development. However, planning permission is not granted until Technical Details Consent is applied for and approved by us. If we intend to trigger a grant of PiP for a site in Part 1, we must carry out consultation, notification and publicity procedures.

Individuals may put forward a site(s) for consideration for inclusion on the register by completing a Brownfield Land Register Submission Form. In order to process the form, we ask for the following personal details:

- your name;
- company name (if applicable);
- name of individual or organisation you are acting on behalf of (if applicable);
- company address;
- address of individual or organisation you are acting on behalf of (if applicable) email address;
- telephone number;
- name of the landowner;
- address of the landowner.

What will we use your data for?

You are being asked for some of your personal details so that we can process your application. This personal information will only be used by the Council to process your application.

We need your name and contact details in order to keep in touch with you so that we can:

- ask your permission to undertake a site visit;
 - advise you of whether or not your site has been included on Part 1 of the register; and
 - advise you of whether or not we are proposing to enter your site on Part 2 of the register, and of when the required consultation, notification and publicity procedures will take place on this.
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Who will see your data?

No personal data is included in the published register. The register is published in two formats – as a csv file and on an online map.

The Council will also report headline data such as the number of sites on the register in the [Annual Monitoring Report](#) and in Government statistical returns. Your personal details will remain anonymous.

Why do we collect this information?

We are legally processing your data for the duties under the requirements of the [Town and Country Planning \(Brownfield Land Register\) Regulations 2017](#). Local Government (Access to information) Act 1985 and The Environmental Information Regulations 2004.

There is 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 servers/database. The database 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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