

# 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 of the West Berkshire development plan, along with accompanying and/or supporting documents and evidence.

Date of Issue: 24 May 2018

Update History:

24th May 2018	First issue of a new Privacy Notice – Preparation of the West Berkshire development plan, along with accompanying and/or supporting documents and evidence.

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?**

In preparing the West Berkshire development plan, statute requires the Council to gather information and evidence, to consult widely and publish the information and responses received. Typically but not exclusively, plans and documents will include Local Development Documents, Supplementary Planning Documents, Housing and Economic Land Availability Assessments, Sustainability Appraisals, Neighbourhood Planning Documents among others.

When you submit information, comment or ask to be kept informed on a document comprising the West Berkshire development plan along with any accompanying / supporting documents and / or evidence we may collect for that purpose:

- your name;
- the nature of your interest in land (if applicable)
- company name and position held (if applicable);
- individual or agent acting on behalf of an organization or other individual (if applicable);
- address;
- email address;
- telephone number

If you are registering directly on the [Local Plan Consultation Portal](#) we may also collect the following metadata:

- your age;
- whether you have a disability;
- sex/gender;
- ethnic group;
- religion or belief;
- sexual orientation.

This additional metadata allows us to fully understand if our consultations are reaching all sectors of the community. It is not shared further internally nor externally in any way that an individual can be identified.

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

We will only use your personal data for the preparation of the West Berkshire development plan and/or accompanying / supporting documents and evidence.

We need your name and contact details in order to keep in touch with you and to enable you to submit information and make comments during public consultations which may be frequent and cover a number of years. This allows us to attribute information correctly and to ensure comments are duly made.

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

As part of the plan making process we may detail your name and your submitted comments on the [Local Plan Consultation Portal](#) and make this information publically available on the Council's website.

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If you are promoting specific sites for housing, employment or other uses we may publish your name along with site details including the nature of your interest in the land, a map identifying the boundary of the land being promoted and the site address/location.

If you are an individual or agent acting on behalf of another individual or organisation we may also publish your name, company name and position held, along with your business email address and / or telephone number.

We may share your information with other bodies where we have a statutory requirement to do so for the planning consultation process.

### **Why do we collect this information?**

We are required to collect and process your data to fulfil the purposes of the Planning and Compulsory Purchase Act 2004 (as amended), the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), the Localism Act 2011, the Neighbourhood Planning Act 2017, the Local Government (Access to information) Act 1985, the Environmental Information Regulations 2004 and the Environmental Assessment of Plans and Programmes Regulations 2004.

Information on your rights as a data subject is contained below (see “Your rights”).

Should you no longer wish to receive updates on the West Berkshire development plan and/or accompanying/supporting documents and evidence you can contact the Planning Policy Team to make your account inactive and we will no longer contact you. However, we will retain your personal data along with information submitted and the comments received in association with that document. This information forms a part of the plan making process by showing how the Council has taken account of the information submitted and comments received.

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

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) ).

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

Your data will be held in paper format, on the Council’s servers and/or on the Council’s electronic database. The data 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.

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## 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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