

# 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 members of the public to submit appeals against planning decisions.

Date of Issue: 21 May 2018

Update History:

Version 1	First issue of a new Privacy Notice – Submission of a planning appeal

Directorate: Environment

Service: Development & Planning Development Management

Team: Development Control - Appeals

## 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 and email address from the planning appeal form.

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

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

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

Documentation for planning appeals must be made 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 appeals file.

We will share your information with the Planning Inspectorate and we may share your information with other bodies/agencies where we have a statutory requirement to do so and for the purposes of the planning appeal process.

For an Informal Hearing, we will detail your information on a Site Notice which will be available for the public to view.

## **Your right to refuse**

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**. As such, there is no legal right to refuse processing as we are legitimately required to do so by UK law. There's more on your rights 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)).

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

Your data will be held on the Council's 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](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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