

Privacy Notice for the Planning Policy Team

Service description

The Planning Policy Team is responsible for providing the following Local Planning Authority services:

- Preparation and adoption of the District Council's Local Plan and related Local Development Documents and of Neighbourhood Plans.
- Monitoring the performance of the Local Plan.
- Processing applications for listed building consent.
- Preparing Conservation Area Character Appraisals and Management Plans.
- Maintaining the Council's Brownfield Land Register and the Self Build/ Custom Build Register.
- Overseeing the collection and spending of financial contributions that are secured under S106 planning obligations.

Processing activity

It is necessary for us to collect and hold personal information about you. The information collected and held will vary and depend on the nature of the service.

We will process personal information for one or more of the following purposes:

- To perform our statutory planning function.
- Where you have made a submission or a representation as part of the preparation and adoption of the District Council's Local Plan and related Local Development Documents and Neighbourhood Plans.
- For the purposes of keeping and updating registers, such as Self Build and Custom Housebuilding Registers and Brownfield Land Registers.
- For the purposes of undertaking a referendum in relation to a Neighbourhood Plan.
- For inclusion in the Housing & Economic Land Availability Assessment forming part of the evidence base required for local plan preparation.
- To maintain an up-to-date consultation data base so that we can ensure during the preparation of Plans, Documents and Appraisals we are consulting those we are required to by law, as listed in the relevant regulations, discretionary organisations and anyone else who has given their consent to us holding their data to enable us to keep them personally informed of consultations run by the team.
- For the purposes of the collection, spending and administration of financial contributions that have been secured through a planning obligation (Section 106 agreements).
- Fulfilling our legal duties in the processing and the determination of Listed Building applications.

Personal information we may hold

In the course of: the production, review and monitoring of planning policy documents, such as Local Plans, Neighbourhood Plans and Supplementary Planning Documents (SPDs); the keeping of registers, such as the Self Build and Custom Housebuilding Register; the administration of the Section 106 agreements; and negotiations on Listed Building applications, it is necessary that we collect the following personal information from you:

- your name
- your phone numbers
- your email address
- your home address

When publishing the representations received during a consultation we will only publish the name of the individual respondent or the organisation that they represent. All other personal information will be omitted or redacted - this includes the contact details and signatures of individuals.

At times, we may need, or you will want, to supply other personal information such as your date of birth, marital status, gender, ethnic status, information on family members, medical, health or details on vulnerabilities and

financial information regarding yourself or your existing or proposed business interests. The type of information we collect will depend on the nature of the enquiry and we will never ask for more personal data than is necessary in order to deal with your enquiry or response on planning documents.

In the case of Neighbourhood Plans, the Planning Policy Team is responsible only for that data collected as a result of Dover District Council's duties in respect of Neighbourhood Plans. It is not responsible for data collected by Town and Parish Councils in the establishment or development of a Neighbourhood Plan.

Planning Policy Consultee Database / email alert

The Planning Policy Team has an online consultation database which is hosted externally by Objective. All interested parties are able to subscribe to the Planning Policy Teams online database via the Council's website (<http://dover-consult.limehouse.co.uk/common/register.jsp>). Additionally, interested parties can also sign up to receive email alerts from the Council's keep me posted service.

Furthermore, anyone who responds to a planning consultation, and is not on the consultation database, will be added to it, and by responding to the consultation you are giving us your consent to do this.

Contact details will be stored confidentially, in accordance with the GDPR.

In order to maintain an up-to-date consultation database the Team will check with you annually to confirm whether you wish to remain on the data base and receive correspondence from us. However, you are also able to unsubscribe from the consultation database at any time, and you can do this either via the Council's website or by contacting us directly.

Records are kept in accordance with the [Council's Retention Schedule](#) and we will not keep your information for longer than necessary.

We do not anticipate that our data-transferring arrangements will involve a transfer outside of the European Economic Area (EEA).

Lawful bases

The lawful basis for processing personal data is as follows:

Consent

Necessary for the performance of a task in the public interest or in the exercise of official function vested in us under the legislation including but not limited to:

- The Town and Country Planning Act 1990,
- Planning and Compulsory Purchase Act 2004,
- Planning Act 2008
- Localism Act 2011,
- Self-Build and Custom Housebuilding Act 2016,
- Town and Country Planning (Brownfield land Register) Regulations 2017
- Housing and Planning Act 2016,
- Neighbourhood Planning Act 2017,
- Planning (Listed Buildings and Conservation Areas) Act 1990
- Hedgerow Removal Regulations 1997
- Community Infrastructure Levy Regulations 2010
- The Wildlife and Countryside Act 1981

- The Countryside and Rights of Way Act 2000
- All associated Regulations

Data Processors

Dover District Council is a data controller under GDPR, your attention is drawn to our Corporate Privacy Notice at <https://www.dover.gov.uk/privacy>. This explains how we will use and share your personal information and protect your privacy and rights.

Objective, our consultation database providers (www.objective.co.uk), will also store your information for support purposes only. Objectives privacy policy can be accessed here

<http://dover-consult.limehouse.co.uk/common/cookies.jsp>

Data sharing

Your information is stored securely. It may be necessary to share your personal data with other organisations or departments of the Council. For example sometimes we are bound by law to share data with other organisations, such as Government departments. We may also share your personal data when we feel there is a good reason, such as in relation to the prevention of fraud or detection of a crime. If there is a Public Examination or listed building consent appeal then we will share your information with the Planning Inspectorate. We may also rely on a number of exemptions, which allow us to share information without needing to identify a lawful basis for the sharing and without needing to provide you with information about the sharing. Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

If requested, we are required by law to disclose information to the Cabinet Office as part of the National Fraud Initiative.

Right to object

- Where processing your personal information is required for the performance of a public interest task (see our lawful bases above), you have the right to object on 'grounds relating to your particular situation'. We will have to demonstrate why it is appropriate for us to continue to use your personal data.
- Changes to this Privacy Notice – we review this Privacy Notice regularly and will place updates on our website. Please refer to our [Corporate Privacy Notice](#) for further details of how we process your personal information and your rights.