

Privacy Notice for Development Management and Planning Support Teams

Service description

The Development Management and Planning Support Teams are responsible for providing the following Local Planning Authority services:

- Validating, processing and determining applications for planning and related permissions
- Entering into planning performance agreements and legal agreements to secure planning obligations
- Providing pre-application advice
- Providing general advice on development management queries

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:

- Performing our statutory functions
- Dealing with a submission or a representation you have made
- Keeping registers, such as the Register of planning applications
- Maintaining a data base of statutory and non-statutory bodies that wish to be consulted on applications
- Advising those who have made a representation on an application of the decision and, where relevant, an appeal
- Providing you with pre-application advice
- Responding to complaints and queries

The personal information we may hold:

- Your name
- Your phone numbers
- Your email address
- Your postal address
- Any other personal information that you may provide us with in submitting, or making a representation to, an application
- Any other personal information that you may provide us with in seeking our pre-application advice
- Record of fee payments (excluding debit/credit card details)

When publishing the representations received in response to 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

In some circumstances individuals will provide us with “special category data” in support of their application (eg evidence of medical history). We have a [Data Protection Policy](#) that sets out how this information will be handled.

We will not keep your information for longer than is necessary – please see our Document Retention Policy

Lawful bases

The lawful basis for processing your personal data is as follows:

- Consent
- necessary for the performance of a task in the public interest or in the exercise of official authority vested in us under legislation

Such legislation includes but is not limited to:

- Town and Country Planning Act 1990
- Planning and Compensation Act 1991
- Planning (Hazardous Substances) Act 1990
- Planning (Listed Buildings and Conservation Areas) Act 1990
- Hedgerow Removal Regulations 1997
- Anti-Social Behaviour Act 2003
- Planning and Compulsory Purchase Act 2004
- Land Compensation Act 1961
- Planning Act 2008
- Community Infrastructure Levy Regulations 2010
- All other associated Regulations

Data Processors

Dover District Council is a data controller under General Data Protection Regulations. 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 rights.

Most of the personal information we hold about you is provided by you in your application(s) and supporting documents, whether supplied to us directly (or via a planning agent on their behalf) or we receive it from a third party website that provides a transaction service. These include:

- The Planning Portal
- iApply

Personal information is also provided by you when submitting comments on applications and appeals.

Data sharing

We may share your information with a number of other organisations as part of the planning application process for example the Planning Inspectorate. We may also share information with the police to aid with the detection and prevention of criminal acts. 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.