



DATA PROTECTION PRIVACY NOTICE FOR PLANNING SERVICES

***All matters pursuant to application processing, plan making and planning enforcement. As well as related functions including economic development, S106/CIL, Heritage, flood and water management, air quality and environmental protection.**

Why are we providing this Notice to you:

The Council, in its capacity of Data Controller, holds certain information about you ["personal data"] which it needs to process for the purpose of providing the following service: Planning, Transportation and Regeneration Services.

This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at the following link:
<http://www.hillingdon.gov.uk/dataprotection>

What personal data do we hold:

This privacy notice explains what personal data we hold and how we use information in the course of our work as a local planning authority.

The types of personal information supplied and held can include:

- contact information - your name, address, email address, telephone or mobile numbers;
- your occupation;
- information about your health;
- information relating to expressed opinions or intentions in respect of a planning application.

The information is used in undertaking the following work:

- Making decisions and providing advice on planning applications/pre-applications
- Making planning policies
- Working with neighbourhoods on their plans
- Working with neighbouring authorities on strategic policies
- Responding to allegations of unlawful development
- Monitoring development

- Entering legal agreements, serving notices and promoting the best use of land

We get applicant information in two ways – it is 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

We also receive comments, representations, allegations and questions via email, letter, and through our ICT Planning System (Ocella)

The types of data we hold and process will typically include:

- Information connected to environmental quality (E.g Traffic/air quality/water/soil/noise data).
- Comments on development plans under preparation
- Complaints regarding breaches of planning, highway or environmental controls
- Information concerning making decisions and providing advice on planning applications
- Information concerning making planning policies
- Information concerning working with neighbourhoods on their plans
- Information concerning working with neighbouring authorities on strategic policies ☐ Monitoring development
- Entering legal agreements, serving notices and promoting the best use of land
- Determining applications

What is our purpose for processing your personal data:

To allow us to make decisions on their applications individuals must provide us with some personal data (eg name, address, contact details). In a small number of circumstances individuals will provide us with sensitive personal data in support of their application (eg evidence of medical history), please see below.

We use the information provided to us to make decisions about the use of land in the public interest. This is known as a “[public task](#)” and is why we do not need you to “opt in” to allow your information to be used.

Some information provided to us we are obliged under the regulations to make available on planning registers. This is a permanent record of our planning decisions that form part of the planning history of a site, along with other facts that form part of the “land search”.

What is the legal basis for our use of your personal data:

One or more of the following can apply:

- ☐ We need it in order to perform a task in the public interest.

What we do if your personal data is sensitive

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law such as The Town and Country Planning Act.

We will notify you if it is sensitive and as with non-sensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know. Sensitive data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic and biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation.

For how long will we hold your personal data

We will only keep your personal data for as long as we need to in order to fulfil the purpose[s] for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you, unless we elect to retain your data for a longer period in order to comply with our legal and regulatory obligations. Current Planning Legislative requirements are such that the Council needs to permanently retain information on the planning register in order to inform future planning decisions and permitted development queries.

Organisations that we may share your personal data with

- Planning Inspectorate
- Statutory Planning consultees (as defined under Planning Legislation)
- London Development database
- Greater London Authority
- London Councils
- There are other parts of the Council (and also national government) that are interested in planning information because it helps them decide where resources are to be used, e.g. for school places, or because it tells them about trends in application types and locations. We send these departments statistical summaries of planning information, but not personal details. We also share information with Council Tax and they provide to us names, address, contact details and length of occupancy to enable investigations and enforcement action to be taken by planning enforcement officers.

Redaction

We operate a policy where we routinely redact the following details before making forms and documents available online:

- Personal contact details for the applicant - e.g. Telephone numbers, email addresses
Signatures
- Sensitive Personal Data - e.g. supporting statements that include information about health conditions or ethnic origin
- Information agreed to be confidential

Sometimes we might decide it is necessary, justified and lawful to disclose data that appears in the list above. In these circumstances we will let you know of our intention before we publish anything.

If you are submitting supporting information which you would like to be treated confidentially or wish to be specifically withheld from the public register, please let us know as soon as you can - ideally in advance of submitting the application. The best way to contact us about this issue is by emailing planning@hillingdon.gov.uk or contacting your case officer if applicable.

Your rights

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or [in very limited circumstances] erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline [0303 123 1113].

If you wish to exercise any of these rights, please contact James Rodger. You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

Updates

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

Contacting us

Please contact Julia Johnson, Director of Planning, Regeneration and Public Realm for further information

Email planning@hillingdon.gov.uk

Telephone: 01895 250230

Statutory Data Protection Officer

You may also contact our Data Protection Officer for further information:

Data Protection Officer
Legal Services
Civic Centre
High Street
Uxbridge
UB8 1UW

Email: DPO@hillingdon.gov.uk