

PRIVACY INFORMATION

Development Management

Your Privacy Information.

Please read this in conjunction with the Council's general Privacy Information that can be found here: <http://www.southglos.gov.uk/privacy>

Your Information

This Privacy Information relates to the personal information we have collected from activities relating to development management.

We obtain applicant information in two ways – it is supplied to us directly or we receive it from a third party website that provides a transaction service, this includes the Planning Portal online application service.

We also receive comments, representations, allegations and questions via; our online planning consultation system, email, letter, online web-forms or through our customer services team.

We have made sure we will use your information according to the UK Data Protection laws by establishing the condition of delivering a statutory service.

How we'll use your information

We'll use your information to provide the service you have requested whilst complying with the established lawful conditions. This work includes

- Making decisions and providing advice on planning applications
- Responding to allegations of unlawful development
- Monitoring development
- Entering legal agreements, serving notices and promoting the best use of land
- Assessment, calculation and reviewing information in relation to the Community Infrastructure Levy.

To allow us to make decisions on their applications, individuals must provide us with some personal data (e.g. name, address, contact details). In a small number of cases individuals will also provide us with "special category data" in support of their submission (e.g. financial or medical information).

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 planning applicants to "opt in" to allow their information to be used.

We are obliged by the regulations to make certain information available on the planning registers. This is a permanent record of planning decisions and forms part of the planning history of the site.

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Who we can share your information with

We will make details of planning applications available online and this will include comments received from third parties and neighbours during the determination of the application and any subsequent appeal.

In order to provide the service you require we will share your information with the following:

- Other South Gloucestershire Council departments
- Other statutory consultees
- Parish and Town Councils
- Non-statutory consultees set out in the Statement of Community Involvement
- Other Local Authorities
- Consultants engaged by the council to carry out or support the provision of our Development Management Service (e.g. professional or legal advice and support)
- Government bodies – Planning Inspectorate, Secretary of State

We may also share your information with others outside of the Council e.g. regulators and other public organisations for the detection and prevention of crime.

How long we'll keep your information

We'll keep your information for as long as you have a relationship with us. Specific information relating to this service will be retained according to the relevant record retention schedule which can be found [here](#). We may retain anonymised information about the service we provided to help us improve our services in the future.

Transferring your information overseas

Your information is not transferred and stored in countries outside the UK or the European Economic Area (EEA) for the provision of this service.

Your rights

You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how we are handling it. In most cases if you have given us your permission to use your information you also have the right to withdraw that permission in the future.

However, making decisions on planning matters is a public task and you do not normally have the right to withdraw consent. If you think we have got something wrong or there is a reason you would prefer for something to not be disclosed please contact us to discuss your concerns.

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at DPO@southglos.gov.uk or write to us

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at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) via their [contact page](#) or call them on 0303 123 1113.