**Planning Privacy Notice**

**Who we are**

We are the planning department for Allerdale Borough Council. This privacy notice explains how we use information in the course of our work as a local planning authority. This work includes:

* Making decisions and providing advice on planning 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

If you have questions about data or privacy contact our Information Governance and Data Protection Officer at [foi@allerdale.gov.uk](mailto:foi@allerdale.gov.uk) or 0303 123 1702.

**How we get your information**

We get applicant information in two ways – it is supplied to us directly (or via a planning agent on your 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 or on-line via our web-site.

**What we do with your information**

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 circumstances individuals will provide us with “special category data” in support of their application (e.g. evidence of medical history). There are also instances where individuals will provide financial data in relation to the development viability considerations.

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”.

**How we share your information**

We do not sell your information to other organisations. We do not move your information beyond the UK. We do not use your information for automated decision making.

We will make details of planning applications available online so that people can contribute their comments. We will sometimes need to share the information we have with other parts of the council - for example to establish how long a building has been used as a dwelling.

We also occasionally send out a follow-up “how did we do?” survey to a sample of applicants and agents using our service to see how we can improve it.

**Redaction (‘blanking things out’)**

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
* Special Category 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 email – [planning@allerdale.gov.uk](mailto:planning@allerdale.gov.uk).

It should be noted that, since July 2018, financial data in the form of a viability appraisal, will be made available online in its unredacted form. There will only be exceptional circumstances when this is not the case.

**Retention (‘how long we keep your information for’)**

We process many different types of information according to our retention policy. A brief summary of how long we keep things before they are destroyed:

* Statutory registers (e.g. planning decisions, approved plans, legal agreements) – Permanent retention
* Supporting documents, reports – Retain for 15 years from year record was determined
* Representations, letters, general correspondence – Retain for 15 years from year record was determined

**Complaints and problems**

Making decisions on planning matters is a public task and you do not have the right to withdraw consent. However if you think we have got something wrong or there is a reason you would prefer for something to not be disclosed please ask us by emailing [planning@allerdale.gov.uk](mailto:planning@allerdale.gov.uk) or writing to the Planning and Building Control Manager, Allerdale Borough Council, Allerdale House, Workington, Cumbria, CA14 3YJ.

You have a number of rights in relation to your data.If you want to exercise any of these rights then you can do so by contacting the Information Governance and Data Protection Officer, Allerdale House, Workington, Cumbria, CA14 3YJ (tel: 0303 123 1702 /email: [foi@allerdale.gov.uk](mailto:foi@allerdale.gov.uk)) or by using the Individuals' Rights form on our website. For further information please see the Privacy Notice and individuals' Rights section at [www.allerdale.gov.uk](http://www.allerdale.gov.uk).

If you remain dissatisfied with our service and how we have handled your complaint or request to exercise your privacy rights, then you can go to the Information Commissioner's Office at:

The Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Phone: [08456 30 60 60](tel:08456306060) or their [website](https://ico.org.uk/).