

## PRIVACY NOTICE - PLANNING SERVICES

The following information provides details on how we may collect, use and where appropriate share personal information in relation to planning in accordance with the General Data Protection Regulations (GDPR). It should be read in conjunction with the Council's privacy notice document.

Why we collect your information	Hartlepool Borough Council will collect your personal information for the purposes of consulting, determination and enforcement of planning applications planning enforcements and planning related matters	
2.1 What information do you collect about me?	<p>We will collect, store and use the following categories of personal information about you:</p> <ul style="list-style-type: none"> <li>• Your name</li> <li>• Contact details such as address, telephone numbers and e-mail addresses.</li> <li>• Personal &amp; professional opinions</li> <li>• Payment details (we do not store this information).</li> <li>• Details of your agent</li> <li>• Details of your application</li> </ul>	
2.1 Will you collect more sensitive personal information about me?	We do not routinely collect information categorised as sensitive, however we may be supplied with information as part of an application or subsequent consultation. Were we are supplied with this information it will be processed only to carry out our legal obligations and in line with our data protection policy	
2.2 How will you collect personal information about me?	We collect personal information by letter, email, telephone, online and through face to face contact with yourself, or on occasion an agreed representative of you, appointed by yourself.	
2.3 How will the Council use the information it collects about me?	<p>Most commonly, we will use your personal information in the following circumstances:</p> <ul style="list-style-type: none"> <li>• processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.</li> <li>• processing is necessary for compliance with a legal obligation to which the controller is subject.</li> </ul>	
2.4 In what situations will you use my personal data?	<b>Reason for processing</b>	<b>Basis</b>
	<p>We will use your personal data to -</p> <ul style="list-style-type: none"> <li>• determining a planning application</li> </ul>	<p><b>Legal:</b> Town &amp; Country Planning Act 2008,</p>

	<ul style="list-style-type: none"> <li>• considering your comments in relation to an application</li> <li>• taking payment for the processing of an application</li> <li>• enforce planning conditions and obligations and to take enforcement action</li> </ul>	<p>Planning (Listed Building &amp; Conservation Areas) Act 1990</p> <p><b>Public Interest</b></p>
2.5 What if I don't want to provide the Council with my personal information?	Unfortunately if you do not provide the information as described above we will be unable to process your planning application or comments submitted in association with an application.	
3.1 Will you share my personal information with third parties?	<p>It may be necessary to share your information with other third party organisations in order to consider your application or comments or enforcement of conditions and obligations. These may include:</p> <ul style="list-style-type: none"> <li>• <b>interested parties</b> (eg members of the public) via the Council's planning portal, which will allow them to view details supplied (subject to redaction) and comment on an application.</li> <li>• <b>other third party organisations</b> (eg utilities companies) who may also be consulted where required.</li> </ul>	
3.2 Which third parties process my personal information?	<p>The following third party organisations may process information about you:</p> <ul style="list-style-type: none"> <li>• <b>Northgate Public Services</b> – The Council's IT provider Northgate may have to access the system on occasions where there is a fault and who provide the Council's planning system.</li> <li>• <b>Other organisations</b> – who may be consulted on planning applications or enforcement matters.</li> </ul>	
How long will you keep my data	We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which is available from <a href="http://www.hartlepool.gov.uk/retention-schedules">www.hartlepool.gov.uk/retention-schedules</a> .	
Your rights in connection with personal information	<p>Under certain circumstances, by law you have the right to:</p> <ul style="list-style-type: none"> <li>• have inaccurate or incomplete data we hold on you corrected</li> <li>• request the erasure of personal data we hold</li> <li>• object to processing</li> <li>• request the restriction of processing of your personal data</li> <li>• request the transfer of your personal data</li> <li>• Request access to your personal information</li> </ul> <p>If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal</p>	

	<p>data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer in writing.</p>
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For further information on your rights please visit:

[www.hartlepool.gov.uk/GDPR](http://www.hartlepool.gov.uk/GDPR)