

## **Planning: Development Management Privacy Notice Version 1: 25 May 2018**

### **Who we are**

We are the Development Management Team for the London Borough of Havering. This privacy notice explains how we use information in the course of our work as a local planning authority. This work includes

- Providing advice on proposals on a pre-application basis
- Making decisions on planning and other related applications
- Defending decisions at appeal to refuse permission or impose conditions
- Investigation of alleged breaches of planning control

### **How we get your information**

We get applicant information in two ways - it is supplied to us directly (or via a planning agent instructed on your behalf) or we receive it from the Planning Portal, a third party website that provides a transaction service for electronic application submission.

We also receive comments, representations, allegations, questions and requests for pre-application advice, via email, letter, and through our online planning application comment facility.

### **What we do with your information**

To allow us to make decisions on a planning application, an applicant must provide us with some personal data such as their name, address and contact details. In a small number of circumstances applicants may need to provide us with “special category data” in support of their application. Personal data including names, addresses and contact details is also collected from those persons who make a comment on a planning application.

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 applicants or those commenting to “opt in” to allow their information to be used.

We are obliged under the regulations set out within the Town and Country Planning (Development Management Procedure) (England) Order 2015 to make available some of the information provided to us on what is called the 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”.

If advice is sought from us on a pre-application basis, we will collect your personal data so that we can respond to your request. If you wish to report an alleged breach of planning control, providing your personal data will enable us to keep you informed of the progress and outcome of any investigation. If you do not wish to share this information, you do not need to do so. However, we will be unable to update you.

## **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 receive with other parts of the Council.

## **Withholding of information or Redaction ('blanking things out')**

We operate a policy where we routinely withhold or redact the following details before making forms and documents available publicly (whether online or in paper form):

- Personal contact details for the applicant such as telephone numbers and email addresses
- Personal contact details for those commenting on applications such as names, addresses, telephone numbers and email addresses
- Personal contact details for those reporting an alleged breach of planning control such as names, addresses, telephone numbers and email addresses
- Signatures
- Supporting statements that include special category data
- 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 via [planning@havering.gov.uk](mailto:planning@havering.gov.uk).

## **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. You can contact the Planning Team via [planning@havering.gov.uk](mailto:planning@havering.gov.uk).

If you wish to make a complaint regarding the processing of your personal data or if you are unsatisfied with how we have handled your information, you have the right to make a complaint. If the first instance you should contact our Access to Information Team via [accessinfo@havering.gov.uk](mailto:accessinfo@havering.gov.uk) or Town Hall, Main Road, Romford, RM1 3BD.

If we fail to respond properly, you can direct your concerns to the Information Commissioners Office (ICO) via Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or 0303 123 1113 (local rate) or 01625 545 745.

### **Further information**

Further information on the Council's approach to data privacy is available via [www.havering.gov.uk/dataprotection](http://www.havering.gov.uk/dataprotection)