



## Herefordshire Council Planning Services

### Planning Applications – Keeping Your Personal Information Safe

Planning legislation (the Town and Country Planning Act 1990) requires Herefordshire Council to make details of applicants and proposals for planning permission publicly available. These details include some personal information, such as names and addresses.

You need to be aware that when you submit a planning application to us, the application, plans and any related documents or comments that you send to us are part of the public record. We have a statutory duty to make them available for any member of the public to see (via our website [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk) and also hard copy) and to have copies of. The planning application documents are also scanned and placed on the Internet UKPlanning pages by a document management company, IDOX plc.

#### Who processes my data?

The information that you provide with a planning application will be processed by Herefordshire Council, which is the 'data controller' for the purposes of the Data Protection Act 1998.

#### What is my data used for?

The information that you provide for a planning application, including personal data, will be used to deal with your planning application.

The information may also be used for the purposes of any functions that the Council is under an obligation to carry out under legislation, for example, preventing and detect crime, and may be shared for the same purpose with other public bodies in this respect.

#### Who sees my data?

Planning legislation requires Herefordshire Council to make details of applicants and proposals for planning permission available for public inspection. They are available on the Herefordshire Council website via the UKPlanning link, and in paper format in the Hereford Centre, Garrick House, Widemarsh Street, Hereford HR4 9EU.

IDOX plc scan the planning application documents and place it on to their web site, UKPlanning.

#### I'm concerned about identity theft

Planning legislation requires that the name of the owner of a property or land, plus the address of that property or land, must be publicly available. If you do not wish for further personal details such as your telephone number, email address, or signature to be publicly available, you are recommended to use an agent when submitting a planning application.

Herefordshire Council is required to publish any comments it receives on planning applications, and they may be reported to the Council's Planning Committee in summary form. All comments received are also available for inspection by the public, applicants and Councillors.

If you are making comments on a planning application, to reduce the chances of identity theft please remember to:

- Include the minimum necessary personal information from correspondence – usually your name, address and, if you would like us to contact you in another way other than post, one form of other contact (telephone or email).
- If you wish to send in comments by email, send them as an attachment to the email rather than in the email itself, so that your email address is not published.
- Herefordshire Council will take into account unsigned comments on planning applications, but does require a name and a postal address.

Further advice on safeguarding against identity theft is available from the Home Office web site [www.identitytheft.org.uk](http://www.identitytheft.org.uk)

**Where do I go if I need further information about keeping personal information safe?**

Herefordshire Council's Data Protection Officer is Mr. Geoff Hardy, Principal Lawyer - Litigation, telephone: 01432 260187, e-mail: [ghardy@herefordshire.gov.uk](mailto:ghardy@herefordshire.gov.uk)

**Who regulates this?**

Further information is available from the Information Commissioner's Office at  
Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Telephone: 01625 545 745, web site: [www.ico.gov.uk](http://www.ico.gov.uk)

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