

## 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 permanently kept as 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 to have copies of. This includes planning application documents and consultation responses received in paper format, which we scan and keep electronically.

#### 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.

#### 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.

#### 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.

The name of the owner of a property or land, plus the address of that property or land, must usually be publicly available. Herefordshire Council is required to publish any comments (with the name of the person making the comment) received 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 shown.
- Herefordshire Council will take into account unsigned comments on planning applications, but does require a name and a postal address.

Details such as signatures, personal telephone numbers and personal email addresses are redacted before being published on the internet.

#### Further information

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

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)