

Privacy Notice for Neighbourhood Planning, Planning Services

Information Held About you

Planning legislation and regulations (the Town and Country Planning Act 1990, Planning and Compulsory Purchase Act 2004 and the Neighbourhood Planning Regulations 2015) require Herefordshire Council to make details of representations submitted as part of a neighbourhood plan consultation publicly available.

You need to be aware that when you submit a representation to us as part of a neighbourhood plan consultation that these are 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). This includes documents and consultation responses received in paper format, which we scan and keep electronically.

It is necessary for us to collect and hold personal information about you. This information will include:-

- *basic details about you such as address, telephone number, email address*
- *details of representations you have made during periods of any neighbourhood plan consultations*

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

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Herefordshire Council.

How will we use the Information we hold about you?

We will collect information about you (where applicable) to:-

- notify you if your representations lead to further queries from the Examiner as part of the plan making process

What is the legal basis for us to process your data?

The legal basis for processing the data is

- our legal obligation under The Neighbourhood Planning (General) Regulations 2012 (as amended)

Who we will share your information with

We may share your information with partner organisations, including:-

- the parish council producing the neighbourhood plan to which you have commented upon
- the Examiner appointed to assess the neighbourhood plan in accordance with the regulations.

We will not normally share your information with organisations other than our partner organisations without your consent, however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or

emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How Long do we Keep your Records

We will only keep your information for the minimum period necessary, this will be 3 years after adoption of the neighbourhood plan to ensure any legal challenge periods have expired. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to the Information Governance Team, Herefordshire Council, Plough Lane, Hereford HR4 0LE or via email, informationgovernance@herefordshire.gov.uk

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/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact the Neighbourhood Planning Team (neighbourhoodplanning@herefordshire.gov.uk) in the first instance. You can also contact the Data Protection Officer, Carol Trachonitis, at Herefordshire Council, Plough Lane, Hereford HR4 0LE, telephone (01432) 260616, email: informationgovernance@herefordshire.gov.uk

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>