

Privacy Notice for S116 Highways Act Stopping Up Orders

Information held about you

In order to provide S116 Stopping Up services to you, it is necessary for us to collect and hold personal information about you. This information will include:-

- Name, address, telephone number, email address
- Any contact we have had with you, such as site visits, meetings, etc

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 Balfour Beatty on behalf of Herefordshire Council.

How will we use the information we hold about you?

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

- Process applications for S116 Stopping Up Orders

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

The legal basis for processing the data is:

- Your consent, which you can withdraw at any time by notifying us
- Our legal obligation under the Highways Act 1980
- The protection of your vital interests
- In the public interest or in the exercise of official authority

Who we will share your information with

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

- Herefordshire Council or its Agent is required to make details of proposals for S116 Stopping Up Orders available for public inspection.
- Herefordshire Council or its Agent is required to undertake a consultation process in accordance with the Highways Act 1980 to seek public representation to garner evidence whether in support or against the application.
- Names of owners of a property or land, plus the address of that property or land, must usually be publicly available. All comments, representations and objections received are also available for inspection by the public, applicants and Councillors.

How long do we keep your records

Your data is kept in accordance with our retention schedule, available on Herefordshire Council's website although, in the case of some S116 Stopping Up Order applications it may be retained as part of the public record

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 <team> in the first instance. You can also contact the Data Protection Officer, Carol Trachonitis, at Herefordshire Council, Plough Lane, Hereford HR4 0LE, 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/>