

PRIVACY NOTICE

Council Service: Planning Policy

Who is the Data Controller for the information I provide?

Halton Borough Council is the Data Controller for the personal information you provide.

We collect and hold information about you in order to assist in the making of statutory development plans (for example the Local Plan), and to identify appropriate sites for development. The personal data is specifically used in relation to the call for sites and land availability assessment for these purposes. This includes making the responses received available to be viewed both in the council offices and online and maintaining an archive of historic plan responses. Contact details are held for current and future planning policy consultation exercises.

We collect information from you when you submit representations following consultations on draft planning policy, make a planning related application with supporting documentation, contact us about an existing application, or related information or make an enforcement complaint. This includes contact by email, letter or telephone.

We may also receive information about you from third parties, including planning agents and interested parties who comment on planning and related applications.

What legal basis allows you to use my information?

Public task: the processing is necessary for the Council to collect the evidence base to inform a Local Plan, which is a statutory function of a Local Authority.

Legal obligation: the processing is necessary for the Council to comply with the National Planning Policy Framework ([National Planning Policy Framework - GOV.UK](#)), Planning Practice Guidance on Housing and Economic Land Availability Assessment ([Housing and economic land availability assessment - GOV.UK](#)), and the Town and Country Planning (Local Planning) (England) Regulations 2012 ([The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)).

Do I have to provide this information and what will happen if I don't?

You do not have to submit an application in this Call for Sites exercise. However, if you would like your site assessed and considered moving forward, we do need to collect your information to contact you in the future regarding this exercise. All sites promoted by landowners will be identified regardless of status.

Who will my information be shared with?

We may share personal data with other services within the Council and with third parties including statutory consultees. Your information will be shared with relevant

organisation who provide either regulatory functions or expert support in relation to your application / comments / complaint:

- Merseyside Environmental Advisory Service
- Neighbouring Councils
- Natural England
- Environment Agency
- Historic England
- Health and Safety Executive
- Homes England
- Highways Agency
- Planning Inspectorate

How long will you keep this information for and why?

Original Submissions may be held for a maximum of 15 years from adoption of plan. Summary information held in plan-making documents (for example statements of consultation) may be retained permanently for historic value.

How will my information be stored?

Your details will be stored in paper and through electronic form on IDOX Uniform.

Will this information be used to take automated decisions about me?

No

Will my data be transferred abroad and why?

No

What rights do I have when it comes to my data?

- Right to be informed – through this Privacy Notice
- Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.
- Right to restrict processing – you have the right to block or suppress processing of your data, however this right does not apply in some circumstances.
- Right to object to processing (to certain types of processing only)
- Rights related to automated decision making and profiling.
- Right of Access - you have the right under the Data Protection Act (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it

is used download a copy of our form from
<https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx>
and send it to Halton Borough Council, Information Governance Service, PO
Box 317, Runcorn, WA7 9BZ, or email by email to
informationgovernanceservice@halton.gov.uk

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to: Data Protection Officer, Halton Borough Council, PO Box 317, Runcorn, WA7 9BZ or by email to informationgovernanceservice@halton.gov.uk You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone: 0303 123 1113. Website: www.ico.org.uk

For more information visit [Halton Data Protection](#).