

PRIVACY NOTICE – TOWN PLANNING AND BUILDING CONTROL

Who is the Data Controller for the information I provide?

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

The Council's Data Protection Officer can be contacted on 0151 511 7002 or by email to Jonathan.Greenough@halton.gov.uk

We collect and hold information about you in order to discharge relevant powers and duties under the planning Acts and Building Act

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.

Why do you need my information?

- Maintain contact with you or your representative in connection with your application or complaint
- Maintain contact in connection with strategic planning and development plan activities where you have been asked to be kept informed
- Discharge legal obligations as defined in relevant Acts and Regulations
- Follow up and monitoring to see how your development proposals are progressing

What legal basis allows you to use my information?

Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

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

Yes, we cannot deal with your application / comments / complaint without this information

In cases where the required information is not provided we will return your application / comments and we will not be able to deal with your complaint.

Who will my information be shared with?

The Council is not required to publish pre-application and related enquiries. However 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

How long will you keep this information for and why?

The law requires us to maintain the information on the register of planning applications indefinitely, and as such information relating to applications will be available on our website permanently.

Personal data will be held securely by the Council. We have a data protection regime in place to oversee the effective and secure processing of your personal information, and also utilise appropriate technical safeguards to keep your information secure.

How will my information be stored?

Your details will be stored in paper and electronic form. The primary system used is the IDOX Uniform electronic database

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 1998 (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 Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email 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, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF'.

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: 08456 30 60 60 or 01625 54 57 45. Website: www.ico.org.uk