

Background

This privacy notice lets you know what happens to any personal data that you give to Gravesham Borough Council for the purposes of Planning Policy consultations only. It does not cover other services provided by Gravesham Borough Council, and instances where personal data we may collect from or about you.

- Who are we and how do you contact us and our Data Protection Officer?
- What kinds of personal information about you do we process?
- What is the source of your personal information?
- What are the legal grounds for our processing of your personal information (including when we share it with others)?
- What should you do if your personal information changes?
- For how long is your personal information retained by us?
- What are your rights under data protection laws?

For an explanation of key terms used e.g. Personal Data, Data Protection Officer and Data Controller, please visit the website of the Information Commissioner's Office <https://ico.org.uk/for-organisations/guide-to-data-protection/key-definitions/>

Changes to this privacy notice

We may change this privacy notice from time to time by updating this page in order to reflect changes in the law and/or our privacy practices. We encourage you to check this privacy notice for changes whenever you visit our website

Gravesham Borough Council and our Data Protection Officer

We are Gravesham Borough Council, Civic Centre, Windmill Street, Gravesend, Kent, DA12 1AU. In the context of you responding to Planning Policy consultations, we are the data controller for your personal data.

The Council's Data Protection Policy is available at <https://www.gravesham.gov.uk/home/about-the-council/policies-strategies-open-data/data-protection>, and the Council's Data Protection Officer can be contacted by email at foi@gravesham.gov.uk or in writing at the postal address above, please mark all correspondence for the attention of the Data Protection Officer.

What personal information about you does the Council process for Planning Policy purposes?

For Planning Policy purposes we only collate the following personal information.

- Your correspondence details, such as title, full name, name of organisation (if relevant), role in organisation (if relevant), contact details (postal, email and telephone)
- Your nationality (for Gravesham's Self-Build and Custom Building Register only)
- Records of your contact with us such as responses to consultations and any correspondence between yourself and the Council related to Planning Policy matters
- Your communication preferences and planning policy interests

What is the source of your personal information?

Any personal information held for planning policy will have been either obtained from you directly, or a third party who has submitted information on your behalf, or from a public source if you are not a private citizen e.g. details obtained from the Internet regarding statutory consultees

What are the legal grounds for our processing of your personal information and what is your personal information used for?

Under legislation and regulations approved by the Government Gravesham Borough Council is required by the Government to develop, adopt and maintain an up-to-date Local Plan. This includes assessing the future needs and opportunities in Gravesham, developing options for addressing these issues and then identifying a preferred approach. Specific requirements set out in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#), ('the Local Plan Regulations') on consultation, require the Council to effectively involve and consult local communities, businesses and other interested in the preparation of the Local Plan. The Council is required to set out how you will be consulted in a document entitled 'Statement of Community Involvement', the most recent version of this document is made available at <https://goo.gl/wUTu4r>.

As set out by the Local Government Association, The Town and Country (Local Planning) (England) Regulations 2012 are enabled by the Planning and Compulsory Purchase Act 2004. Local authorities must comply with the prescribed procedures in relation to local plans and supplementary planning documents and procedures regarding publication of the local plan or supplementary planning document, consultation on those documents and consideration of representations made and their subsequent adoption or withdrawal. Further with requirements and procedures

regarding submission to or intervention by the Secretary of State, independent examination of the local plan and publication of the recommendations of the person appointed to examine the local plan. An LA must also have regard to procedures relating to joint development documents, availability of documents and the monitoring reports which they must prepare.

Further information can also be found on the Government's Local Plans Guidance website <https://www.gov.uk/guidance/local-plans--2> .

Personal information you provide is primarily used to either correspond with you regarding representations you have made to a consultation, or to inform you about a future consultation and progress related to the Local Plan and Planning Policy matters. As part of the Local Plan requirements, your personal information will be provided to the Planning Inspectorate, in order for an independent examiner appointed by the Planning Inspectorate to correspond with you regarding any future examination.

If a consultation requires you to provide your name and if relevant the name of your organisation, this information together with the response you have made to a consultation will be published by the Council.

If the consultation does not require your name or if relevant the name of your organisation your personal information will remain anonymous.

For some consultations the Council collects contextual personal information as part of a consultation in the form of age, gender, location, commuting habits etc. in order to verify obtained through other means such as the Census, Labour Force Survey, International Passenger Survey, Housing Needs Survey, Retail Survey etc. This information is used and published on an aggregated and anonymous basis only.

On occasions the Council may verify the information you have provided or which has been provided by a third party using information publicly available i.e. via the Internet or data held by the Council e.g. the Council's Planning Register and other planning records e.g. records of Planning Applications submitted to the Council, monitoring data collated by the Council, Planning Enforcement data collated or made available to the Council.

A separate Privacy Notice applies to the Gravesham Self-Build and Custom Building Register and this will be published at <https://www.gravesham.gov.uk/home/planning-and-building/self-build-and-custom-building-register/overview> .

What should you do if your personal information changes?

You should tell us via contacting us at planning.consultation@gravesham.gov.uk or writing to the Council at Planning Policy, Gravesham Borough Council, Civic Centre, Windmill Street, Gravesend, Kent, DA12 1AU so that we can update our records.

For how long is your personal information retained by us?

- Unless set out otherwise, we will retain your personal information based on the following criteria:
- For as long as we have reasonable operational need to, e.g. the preparation of a Local Plan through to adoption
- For as long as you consent to remain on our consultation database; and/or
- Retention periods in line with legal and regulatory requirements or guidance.

Security of Information

Gravesham Borough Council is committed to ensuring that your personal information is held and processed securely. In order to protect your information we have put in place appropriate technical, organisational and procedural measures to prevent deliberate or accidental unauthorised access, or disclosure. We will not disclose any information to any other third parties except to help prevent fraud, or if required to do so by law.

What are your rights under data protection laws?

Under Data Protection legislation you have a number of rights, however they do not apply in all circumstances. In general your rights are:

- The right **to be informed** about the processing of your personal information
- The right to have your personal information **corrected if it is inaccurate** and to have **incomplete personal information completed**
- The right **to object** to processing of your personal information
- The right **to restrict processing** of your personal information
- The right **to have your personal information erased** (the “right to be forgotten”)
- The right to **request access** to your personal information and to obtain information about how we process it
- The right to **move, copy or transfer your personal information** (“data portability”)

These rights do not apply in all circumstances, should you wish to engage your any of the above rights we will explain at that time if they are engaged or not.

Please note that you have the right to complain to the Data Protection Officer as well as the right to complain to the Information Commissioner's Office which enforces data protection laws: <https://ico.org.uk/> at any time.

Details on how to contact the Information Commissioner's Office are available at <https://ico.org.uk/global/contact-us/>

Should you have any queries related to this Privacy Notice, please contact Gravesham Borough Council's Planning Policy section using the details below.

Postal: Planning Policy, Gravesham Borough Council, Civic Centre, Windmill Street, Gravesend, Kent, DA12 1AU

E-Mail: planning.consultation@gravesham.gov.uk

Telephone: 01474 337603