

## **General Data Protection Regulations: Planning Privacy Notice 2019**

We are the planning department for Enfield Council. This document explains how we operate and how we use information in the course of our work as a local planning authority. This work includes:

- Making decisions and providing advice on planning applications
- Responding to allegations of unlawful development
- Monitoring development
- Entering legal agreements, serving notices and promoting the best use of land

If you have questions about data or privacy contact our data protection officer at [enfield.data.protection.officer@enfield.gov.uk](mailto:enfield.data.protection.officer@enfield.gov.uk) or our planning team at [planning.support@enfield.gov.uk](mailto:planning.support@enfield.gov.uk)

### **Privacy Policy Information for applicants making a planning application**

#### How we get your information

We get applicant information in two ways – it is supplied to us directly (or via a planning agent on their behalf) or we receive it from a third party website, Planning Portal that provides a transaction service. We also receive correspondence by email and post.

#### What we do with your information

To allow us to make decisions on their applications individuals must provide us with some personal data (eg name, address, contact details). In a small number of circumstances individuals will provide us with “special category data” in support of their application (eg evidence of medical history).

We use the information provided to us to make decisions about the use of land in the public interest. This is known as a “public task” and is why we do not need you to “opt in” to allow your information to be used.

Some information provided to us we are obliged under the regulations to make available on planning registers. This is a permanent record of our planning decisions that form part of the planning history of a site, along with other facts that form part of the “land search”.

#### How we share your information

We do not sell your information to other organisations. We do not move your information beyond the UK. We do not use your information for automated decision making.

We will make details of planning applications available online through our planning register so that people can contribute their comments. We will sometimes need to share the information we have with other parts of the council-for example to establish how long a building has been used as a dwelling, and other consultees, as required as part of the planning process.

We occasionally also send out a follow-up “how did we do?” survey to a sample of people using our service to see how we can improve it.

#### Redaction (‘blinking things out’)

We operate a policy where we routinely redact the following details before making forms and documents available online:

- Personal contact details for the applicant - e.g,telephone numbers, email addresses
- Signatures
- Special Category Data - e.g. supporting statements that include information about health conditions or ethnic origin
- Information agreed to be confidential



Sometimes we might decide it is necessary, justified and lawful to disclose data that appears in the list above. In these circumstances we will let you know of our intention before we publish anything.

If you are submitting supporting information which you would like to be treated confidentially or wish to be specifically withheld from the public register, please let us know as soon as you can, ideally in a statement submitted with the application.

#### Retention ('how long we keep your information for')

We process many different types of information according to our retention policy. A brief summary of long we keep things before they are destroyed:

- Statutory registers (eg, planning decisions, approved plans, legal agreements) – for ever
- Supporting documents – 6 years for committee decisions, 4 years for officer decisions
- Planning Officer reports – 10 years
- Representations, letters, general correspondence – 4 years

#### **Complaints and problems**

Making decisions on planning matters is a public task and you do not have the right to withdraw consent. However, if you think we have got something wrong or there is a reason you would prefer for something to not be disclosed please ask us by emailing [planning.support@enfield.gov.uk](mailto:planning.support@enfield.gov.uk).

If you need to make a complaint specifically about how we have processed your data you should in the first instance contact our data protection officer at [complaintsandinformation@enfield.gov.uk](mailto:complaintsandinformation@enfield.gov.uk). If we fail to respond properly you can direct your concerns to the Information Commissioners Office.

## **Privacy Policy Information for neighbours and interested parties**

Your views and comments are important and can help us in deciding the outcome of the planning application.

### How we get your information

We receive comments, representations, allegations and questions via email, letter, and through our online platforms, Enfield Connected and the planning online register.

### How we use your information?

We need to know your address so we can understand how the proposed development affects your property. For this reason, we do not accept anonymous comments. The planning officer's report will identify your property and include a summary of your comments to explain how the issues were considered. This report will be available online through our planning register once the decision has been made.

Your comments will also be shared with the Planning Inspectorate if the applicant appeals against our decision and may be shared with the Local Government Ombudsman in the event of a judicial review or the Greater London Authority.

### How long do we hold your comments for?

We store your comments on our Document Management System and are required to hold the information you provide for a period of 4 years from the date of the decision. This is governed by The Local Government Act 1972 and the Openness of Local Government Bodies Regulations 2014.

### Who can see your comments?

We are required by law to make responses and views available for inspection by anyone interested in the application; this includes the Applicant. If you comment using our online register, your name, address and comments will be visible, however all other personal data such as your telephone number or email address (which are not required) will be automatically protected by our security settings. At the present time, we do not publish on our website any comments received.

## **Complaints and problems**

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Dated: