



PRIVACY NOTICE FOR PLANNING STRATEGY

What is the purpose of this document?

Redcar and Cleveland Borough Council (RCBC) is committed to protecting the privacy and security of your personal information.

This privacy notice is issued in accordance with the General Data Protection Regulation (GDPR) and describes how we collect and use personal information about you in the preparation of the development plan for the borough and other planning policy documents.

The information is used so that the Council can ensure planning legislation is followed.

This notice applies to information we hold about you.

We may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Further information

If you would like to know more about how we use your information, or if for any reason you do not wish to have your information used in any of the ways described in this notice, please tell us.

Contact the Data Protection Officer:

Name: Mrs S Bridges
Redcar & Cleveland Borough Council,
01642 774 774
DataProtection@redcar-cleveland.gcsx.gov.uk

You can also complain to the Information Commissioner : <https://ico.org.uk/>

What kind of information we hold about you?

We use personal information and comments from individuals and organisations to enable us to carry out specific functions for which we are responsible and to provide you with a service.

These records may include:

- Basic details about you, for example; name, postal address, telephone numbers, email address;
- Personal & professional opinions given in comments made in relation to planning policy documents;
- Details of agents where applicable;
- Information about your relevant circumstances, where this has been voluntarily disclosed in a response to a consultation.

We do not routinely collect information categorised as sensitive, however we may be supplied with information as part of a consultation. Where we are supplied with this information it will be processed only to carry out our legal obligations and in line with data protection policies.

How is your personal information collected?

We collect personal information by letter, email, telephone and online for a number of reasons. These include, when you register to receive updates on progress with planning documents and notification of consultations and when you submit comments to a consultation on a planning document.

How we will use information about you?

We collect the information in the list above primarily to allow us to fulfil the consultation requirements for the preparation of the development plan, its supporting evidence base and supplementary planning documents.

The situations in which we will process your personal information are listed below.

Reason for Processing	Legal Basis e.g Public Task/Contract etc
In the preparation and review of the Local Plan, Minerals and Waste Plans, supplementary planning documents and documents forming part of the evidence base for the Local Plan.	Legal: Planning and Compulsory Purchase Act 2004
To provide updates on progress with planning policy documents (including the Local Plan and SPDs) and notification of consultation on such documents, where this has been requested.	The Town and Country Planning (Local Planning) (England) Regulations 2012

What if I don't want to provide personal information?

If you fail to provide certain information when requested, we may be unable to process the comments you submit in response to a consultation and we will not be able to keep you informed of progress with planning policy documents or any future consultations.

Can I see my records?

The Data Protection Act 2018 allows you to find out what information is held about you, on paper and computer records. This is known as 'right of subject access'.

If you wish to see a copy of your records you should contact the Data Protection officer. You are entitled to receive a copy of your records free of charge, within a month.

In certain circumstances access to your records may be limited, for example, if the records you have asked for contain information relating to another person.

Do I have Other Rights?

The Data Protection Act 2018 allows you other rights; for example if there is an error in your records you have the right to make sure it is rectified or erased. In some circumstances you can restrict or object to processing, request data portability and request not to be the subject of solely automated decision making.

You have the right to withdraw your consent that you have provided, at any time and we must cease processing. This may restrict the service that we are able to provide.

You have the right to be told if we have made a mistake whilst processing your data and we will self-report breaches to the Commissioner.

Data Sharing

We may have to share your data with third parties, including third-party service providers and other entities in the group.

We require third parties to respect the security of your data and to treat it in accordance with the law.

Comments and representations made to a consultation on a planning document will be made publicly available on the Council's website and will be included in reports of the consultation. Addresses and contact details will not be published but your name and comments could be.

We may also need to share information with other organisations. Examples of the organisations we may need to share information with are:

- the Secretary of State/ Planning Inspectorate to assist in the examination of planning documents
- other Tees Valley local authorities to assist in any review of the Tees Valley Joint Minerals and Waste Development Plan Documents, which are prepared jointly with Darlington,

Hartlepool, Middlesbrough and Stockton Borough Councils.

Which third-parties process my personal information?

”Third parties” includes third-party service providers (including contractors and designated agents). The following third-parties process personal information about you for the following purposes:

- **Objective**– The provider of the system used to manage Planning Strategy’s consultation database and consultation portal may have to access the system on occasions where there is a fault.
- **Other organisations** – may be appointed to prepare studies on reports on behalf of the Council in support of planning policy documents.
- **Secretary of State / Planning Inspectorate (PINs)** – Any comments submitted during a consultation on the Local Plan are passed to the Secretary of State for the examination of the plan.

How secure is my information with third-party service providers?

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

How long for?

Your details will be kept indefinitely on the consultation database, unless you request that your information is removed. Information held as a result of comments made to a consultation on a planning policy document will be held for the life of the document. Processing is kept to a minimum and will only be processed in accordance with the law.

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.