



# Northumberland County Council

## **This is Your Personal Data**

### [Strategic Planning](#)

How we handle your information

## **Information for the public**

Everyone working for Strategic Planning Service has a legal duty to keep and process information about you in accordance with the law. This document explains why we ask for your personal information, how that information will be used and how you can access your records.

### **Why is information recorded about me?**

We use information about Local Plan Consultees to enable us to carry out specific functions for which we are responsible in terms of the development of the Local Plan as required by the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) (England) Regulations 2012.

We keep records about Local Plan consultees. These may be written down (manual records), or kept on a computer (electronic records).

### **These records may include:**

- basic details about you, for example, name, address, email address and telephone number,
- contact we have had with you, for example, consultation communication and responses to consultations.

### **What is the information used for?**

Your records are used to inform you of future Local Plan Consultations and update you on how the Local Plan is emerging. When submitting feedback on the Local Plan, your name, organisation and comments will be made available for public inspection when displaying and reporting the outcome of the statutory consultation stages, and cannot be treated as confidential. In order to protect personal data, we will not publish signatures, telephone numbers, addresses or email addresses on the internet.

It is important that your records are accurate and up-to-date as they will help make sure that our staff are able to provide you with the help, advice or support you need.

If you do not provide us with this information then we will not be able to accept your feedback on the Local Plan, inform you of future consultations or update you on Local Plan preparation.

### **How long for?**

If you submit feedback on the Local Plan as part of the statutory consultation, your details will be kept until the Local Plan is adopted, plus a further 5 years to evidence that a fair and transparent process has been followed, should an audit be required. Processing is kept to a minimum and will only be processed in accordance with the law, on the basis of public task.



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If you have consented to your details to be added to the database, we will hold this information until the Local Plan is adopted, plus a further 5 years. To provide you with updates, we rely on the legal basis of consent.

When other agencies are involved in Local Plan preparation, we may need to share details about you to enable us to work together for your benefit. Information will only be shared with third parties if they have genuine and lawful need for it. Information shared on this basis will not be reused for any other purpose.

## **Occasions when your information needs to be disclosed (shared) include:**

- Consultants who are acting on our behalf,
- The Planning Inspectorate,
- Printing companies who may support us with issuing communications,
- When the law requires us to pass on information under special circumstances

## **Anyone who receives information from us has a legal duty to keep it confidential**

We are required by law to report certain information to appropriate authorities – for example:

- where a Judicial review has been lodged.

## **Can I see my records?**

The General Data Protection Regulation allows you to find out what information is held about you, on paper and computer records. This is known as 'right of subject access' and applies to your Strategic Planning Services records along with all other personal records.

If you wish to see a copy of your records you should submit a Subject Access Request which is available on our website or by contacting the Information Governance Team directly. 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?**

Data Protection laws gives you the right:

1. To be informed why, where and how we use your information.
2. To ask for access to your information
3. To ask for information to be corrected if inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.



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8. To challenge any decisions made without human intervention (automated decision making).
9. To lodge a complaint with the Information Commissioner's Office whose contact details are below.
10. If our processing is based upon your consent, to withdraw your consent.

## Further information

If you would like to know more about how we use your information, or if you would like to withdraw your consent from your details being held on our Local Plan database, please tell us by contacting the Planning Strategy Team - [planningstrategy@northumberland.gov.uk](mailto:planningstrategy@northumberland.gov.uk)

Data Protection Officer: [informationgovernance@northumberland.gov.uk](mailto:informationgovernance@northumberland.gov.uk)

You also have the right to complain to the Information Commissioner's Office if you are unhappy with the way we process your data. Details can be found on the ICO website, or you may write to the ICO at the following address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)