



# Northumberland County Council

## **This is Your Personal Data**

Planning Services - Neighbourhood Planning

How we handle your information

### **Information for the public**

Everyone working for Planning (Neighbourhood Planning section) 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 consultation bodies and persons submitting written representation on Neighbourhood Plans to enable us to carry out specific functions for which we are responsible and to provide you with a service.

We keep records about consultation bodies and persons submitting written representation on Neighbourhood Plans. 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,
- relevant information from other people that we have been in contact with in relation to the service that you have received

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

Your records are used to help ensure that we provide you with the service that you need. This may include writing to you to inform you about the outcome of a Neighbourhood Plan independent examination.

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 write to you to inform you about the outcome of a Neighbourhood Plan independent examination.

#### **How long for?**

In order to provide you with this service, we rely on the legal basis of consent. Your details will be kept on an ongoing basis. Processing is kept to a minimum and will only be processed in accordance with the law.



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When other agencies are involved in considering any written representations you make in regard to Neighbourhood Planning, 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.

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

- An independent examiner or any organisation providing administrative support to that person,
- where the health and safety of others is at risk,
- when the law requires us to pass on information under special circumstances,
- An examination body

## **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 formal court order has been issued.
- 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 Neighbourhood Planning 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 Office 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 for any reason you do not wish to have your information used in any of the ways described in this leaflet, please tell us. Please contact the Neighbourhood Planning Team at [Neighbourhoodplanning@northumberland.gov.uk](mailto:Neighbourhoodplanning@northumberland.gov.uk)

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

Information Commissioner : <https://ico.org.uk/>