



## **Privacy Notice (Planning Policy Consultations)**

Arun District Council collects information about you in order to provide you with the following service: to enable the planning policy team to undertake public consultation at various stages in the preparation of planning policy documents.

### **Information Collected**

The Council uses a database to hold contact details of those who wish to be consulted on the preparation of planning documents, such as the Arun Local Plan.

Contacts include statutory consultees e.g. West Sussex County Council; as well as members of the public who have asked to be kept informed or have responded to a consultation by submitting a representation. Contact data for the consultation bodies are collected including residents/interest groups who also request to be added to the database on an ad-hoc basis.

The data the Council collects is as follows: name, company, position; home/business address, email address, telephone number, interest group or who representing (if applicable), category of consultee e.g. specific consultation body/resident/agent/landowner, and any representation/s made. We also collect general data such as age range and ethnicity, to ensure conformity with the Equalities Act 2010. This data is kept anonymously

### **Why We Collect This Information**

Under The Town and Country Planning (Local Planning) (England) Regulations 2012, there is a statutory requirement to consult “general” and “specific” consultation bodies and “such residents or other persons carrying out business in the local planning authority’s area from which the local planning authority consider it appropriate to invite representations” as part of the preparation of a Local Plan/Development Plan Documents/other planning policy documents. The collection of this information enables us to perform this function and ensure that the Council can notify those interested in consultations on the Local Plan and other planning policy documents.

### **Who We Might Share Your Information With**

At each stage of the consultation process, representations are stored as a record on the database and / or sent to the Planning Inspector or Programme Officer (an independent officer appointed to work under the Inspector’s direction).

Only your name, company, interest group (if applicable), category of consultee and the detail of your representation/s will be made publically available through the database. Postal addresses, email addresses and telephone numbers will not be made publically available. All information can be viewed by Planning Policy Officers of the Council in an un-redacted form internally on the planning database. Other internal departments at Arun District Council may wish to access planning policy information and all information from the public domain will be shared with other internal departments.

### **What We Do With Your Information**

The contact data is held on the database and used for mail outs (letter and email) notifying contacts of consultations on the Local Plan and other planning policy documents. Subsequently, contact details are linked to representations which (at certain stages of the consultation process) are sent to the Planning Inspector or Programme Officer (an independent officer appointed to work under the Inspector's direction) and / or stored as a record on the database.

### **How Long We Keep Your Information**

Data will be retained in line with the Council's Data Retention Policy, which is normally two years. However, you are able to inform us at any time to remove yourself from the database.

### **What rights do you have?**

You do have some legal rights in respect of the personal information we collect from you. Please see our website for further details <https://www.arun.gov.uk/terms-and-conditions>

You can also contact the Council's Data Protection Officer on:

Email: [liz.futcher@arun.gov.uk](mailto:liz.futcher@arun.gov.uk)

Tel: 01903 737610

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at: <https://ico.org.uk/concerns/>