

Privacy notice – Planning Policy

Who we are?

Shropshire Council is the local government authority for Shropshire. Our address is: Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. You can contact our Data Protection Officer on: 01743 252774 or by email at:

information.request@shropshire.gov.uk

How do we collect information from you?

We collect information from you when you visit the Shropshire Council website also when you contact us in writing, speak to us on the phone, by email or any other type of electronic communication, or talk to us face to face.

What types of information do we collect from you?

We collect different categories of information about you, depending on the service you want from us and/or the reason why we need to process information relating to you. This could be personal information (for example your name and address), or other more sensitive data that we would only collect and use in very particular circumstances that are set out in law.

Details of information obtained from third parties?

See below

How is your information used?

We collect information from you that you provide when you:

- Choose to complete consultation responses on planning policy documents,
- Choose to complete other forms to inform the preparation of evidence base documents that support the development of planning policy,
- Request to be added to our Local Plan Consultation Database in order to be notified about future consultations and any other relevant matters,
- Submit documents relating to the Community Infrastructure Levy (CIL).

Consultation responses on planning policy documents can also include submission of petitions to the Council, electronically or in writing. The petition organiser will be registered as a consultee and details may be published on the nature of the petition and the numbers of signatures received.

Please Note: If you are represented by an agent, we will usually send any notifications to them unless you have specifically asked to be contacted directly.

Planning policy documents include:

- Local Plan documents;
- Neighbourhood Plan documents;
- Supplementary Planning Documents (SPDs);
- The Community Infrastructure Levy (CIL);
- Development Briefs, Area Action Plans and Masterplans;
- The Brownfield Land Register;
- Self-build or Custom Build Housing Registers; and
- Evidence Base Documents that support the planning policy process, such as the Strategic Land Availability Assessment (SLAA).

We also undertake monitoring that supports the planning policy process, such as housing, employment, retail, minerals, waste, renewable energy and other related subjects. These databases may retain information from planning applications, the Community Infrastructure Levy (CIL) and other information relevant to the subject.

We may also have information about you if you write to or e-mail us requesting information on planning policy matters.

We hold your information to inform the preparation of planning policy documents, the preparation of evidence base documents that support the development of planning policy and the administration of the Community Infrastructure Levy (CIL).

If you have requested to be added to our Local Plan Consultation Database, we hold your information in order to notify you about future consultations and any other relevant matters.

The preparation of a Local Plan is a statutory function and as such, under local government legislation, is a task in the public interest and in the exercise of official authority.

The way in which planning policy documents are produced is governed by a range of legislation. In a number of cases this includes how they are consulted upon and how the Council is expected to collect and present consultation responses in a transparent way. This legislation includes but not exclusive to:

- Town and Country Planning Act 1990;
- Planning (Listed Buildings and Conservation Areas) Act 1990;
- Planning and Compensation Act 1991;
- Planning and Compulsory Purchase Act 2004;
- The Community Infrastructure Levy Regulations 2010 (and as subsequently amended);
- Localism Act 2011;
- Housing and Planning Act 2016;
- Neighbourhood Planning Act 2017;

- The Town and Country Planning (Local Planning) (England) Regulations 2012;
- The Neighbourhood Planning (General) Regulations 2012; and
- The Town and Country Planning (Brownfield Land Register) Regulations 2017

Research and statistics

Anonymised and pseudonymised data may be used for research & statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

Who has access to your information?

We may share your information in line with this privacy notice and when required to do so by law and / or statutory regulations in producing planning policy documents. This may include:

- Providing your information to other departments at Shropshire Council to inform the preparation of planning policy documents, the preparation of evidence base documents that support the development of planning policy and the administration of the Community Infrastructure Levy (CIL).
- Providing your information to companies undertaking work to inform the preparation of planning policy documents, the preparation of evidence base documents that support the development of planning policy and the administration of the Community Infrastructure Levy (CIL).
- Publishing your name, organisation, post town and comments on planning policy documents.
- Providing your name, organisation, address and comments to an independent planning inspector / examiner to consider the soundness and legal compliance of the planning policy documents being produced.
- Providing your information to statutory agencies, such as the Police and National Fraud Authority in line with our legal obligations and/or in completion of our public tasks.

If you create a petition (petition organiser), you will be required to provide personal information so that we can contact you about your petition. Details regarding the petition will be recorded and information shared in accordance with the principles outlined above. If you sign a petition, you will be required to provide personal information to enable us to verify that the petition itself is genuine. The personal details of signatories of the petition will not be published.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

What are your rights in relation to the personal data we process?

Access – you can request copies of any of your personal information that is held by the Council.

Rectification – you can ask us to correct any incorrect information.

Deletion – you can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.

Portability – you can ask us to transfer your personal data to different services or to you in some circumstances.

Right to object or restrict processing – you have the right to object to how your data is being used and how it is going to be used in the future.

Right to prevent automatic decisions – you have the right to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision.

How long will we keep your information for?

We keep and dispose of all records in line with our corporate retention schedule. We will comply with Data Protection legislation in regards to how long we keep your data.

What security precautions in place to protect the loss, misuse or alteration of your information?

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

Keeping your data up to date

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

Details of any automated decision processes

N/A

Under 13

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Cookies & IP addresses

What are Cookies and why are they used?

Cookies are small text files which identify your computer to our servers. They are used to improve the user experience. View what cookies we use and how you can manage them at <https://shropshire.gov.uk/website-information/use-of-cookies/>

Complaints

If you would like to make a complaint regarding the use of your personal data you can contact our Data Protection Officer;

By Post: Information Governance

Shropshire Council,
Shirehall,
Abbey Foregate,
Shrewsbury,
SY2 6ND

By phone: 01743 252774

By email: information.request@shropshire.gov.uk

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO):

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

By phone: 0303 123 1113 {local rate) or 01625 545 745 if you prefer to use a national rate number

Alternatively, visit ico.org.uk or email casework@ico.org.uk