

## PRIVACY NOTICE

### Spatial Planning Team Privacy Notice

<b>Name of Service</b>
Spatial Planning Team (including Neighbourhood Planning Team) – Cheshire East Council
<b>What personal information is being processed and what for</b>
<p>The Council will retain information and personal data that you provide in relation to consultation responses on planning policy documents you choose to take part in or requests to be added to our Local Plan Consultation databases in order to be notified about future consultations and any other relevant matters.</p> <p>References to planning policy documents can include:</p> <ul style="list-style-type: none"> <li>• Local Plan documents such as the Local Plan Strategy, Site Allocations and Development Policies Document, and Minerals and Waste Development Plan Document</li> <li>• Supplementary Planning Documents</li> <li>• Area Action Plans</li> <li>• Community Infrastructure Levy</li> <li>• Neighbourhood Plan documents</li> <li>• Development Briefs and Masterplans</li> <li>• Brownfield Land Register</li> <li>• Self-build or Custom Build Housing Registers</li> <li>• Strategic Housing Land Availability Assessments</li> <li>• Local Development Order(s)</li> <li>• Evidence based documents that support the development of planning policy</li> </ul> <p>The Council also undertakes monitoring of policies in its Local Plan and the evidence which supports it. This includes reviewing information on housing, employment, retail and other related subjects with information held in appropriate databases. These databases retain planning applications and other information relevant to that purpose.</p> <p>This data may include:</p> <p><b>Personally identifiable information</b> whenever you sign up to our Local Plan Consultation Database, contact the Spatial Planning Team or respond to any of our consultations on the above listed document(s). This information may include your name, email address, home or work address, telephone or mobile number. There is also information about your computer hardware and software that is automatically collected. This information can include unique identifiers such as your IP address.</p> <p>It may also include sites submitted to the Council (received from landowners or their agents) who wish for their site to be considered for a future land use.</p> <p>Other reasons why we have information about you include:</p>

- those who write to or e-mail the Council requesting information on planning policy matters

We process personal information about the following people:

- members of the public
- staff
- professional advisers and consultants
- representatives of statutory or other organisations
- elected members

The information comes from you. Our [information asset register](#) details the source of the specific information we hold.

### **Why we are allowed to use your information**

It is a statutory function for Local Authorities to produce Local Plan documents 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:

- 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
- 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
- The Town and Country Planning (Brownfield Land Register) Regulations 2017

### **Who we will share your information with**

The Council will share details in line with this privacy notice and when required to do so by law and / or statutory regulations in producing the development plan and planning policy documents. This may include:

- Publishing your name, organisation, post town and comments on our public facing consultation portal (Objective Keystone Online).
- Providing your name, organisation, post town and comments to an independent planning inspector / examiner to consider the soundness and

<p>legal compliance of the planning policy documents being produced.</p> <p>Your data will not be used for marketing or automated decision purposes. Notifications may be sent to you to provide updates on local plan consultations and related documentation.</p>
<p><b>Where we get your information from</b></p>
<p>Information is received from responses to planning policy related documentation and from other plan making bodies. This will include consultation surveys often placed publically on the Cheshire East Council website using the Council's Consultation Platform – Objective Keystone Online.</p> <p>Stakeholders may request to be added to our Local Plan Consultation Database to receive updates on planning policy consultations.</p>
<p><b>How long we will keep your personal information</b></p>
<p>We keep personal information in line with its retention schedule, which is based on retention guidelines for local authorities. You can see details of our retention guidelines on our <a href="#">information asset register</a>.</p>
<p><b>How your information is stored</b></p>
<p>Information and personal data submitted for consultation purposes will be retained securely and in line with Cheshire East's retention guidelines.</p> <p>It will be hosted on a cloud based software system, called Objective Keystone Online, with appropriate security controls in place to protect it, including passwords, authorised user access and encryption of data.</p> <p>Paper responses are stored in a locked cupboard.</p>
<p><b>What happens if you don't provide us with your information</b></p>
<p>Your comments on planning policy documents and / or site(s) (or other information submitted to the Council) cannot be registered or used for the purposes of the development of planning policy if you do not provide your personal information.</p> <p>Anonymous responses are not accepted.</p>
<p><b>Will your information be used to make automated decisions</b></p>
<p>No</p>
<p><b>Will this information be transferred abroad</b></p>
<p>No</p>
<p><b>Your rights</b></p>
<p>You have a number of rights regarding your personal data, including withdrawing your consent where we have asked for it. You can also ask for a copy of the information we hold about you and ask us to correct anything that is wrong. For detailed information about your rights please see our corporate privacy notice at <a href="http://www.cheshireeast.gov.uk">www.cheshireeast.gov.uk</a>.</p>