



Climate and Growth Services

What services are covered by this privacy notice?

1. **The Castle Point Plan** – sets out the framework and policies for place making in Castle Point, to guide development across the Borough to 2043
2. **Supplementary Planning Documents** – additional guidance on specific policy matters where there is a clear link to policies in the approved Development Plan.
3. **Business Support** – maintaining a list of our local businesses that subscribe to receive communication from us through the Business Support fortnightly newsletter, or have approached the council directly for support, and those that register to attend events.

What personal information do we hold?

The services above may use some or all of the personal information below:

- Names, address and contact details
- Email addresses
- Trading address
- Bank account details for businesses
- IP address

We get most of this information from you, but we may also get some of this information about you from the police, other local authorities, and other government agencies, e.g. Driver and Vehicle Licensing Agency (DVLA), Planning Inspectorate, Companies House.

How do we use your personal information?

We use your information to:

- Deliver the service, or handle your query
- To notify you of public consultations

Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where it is necessary or required by law. We will only share the minimum information for each circumstance. We may sometimes need to share some of your personal information with:

- Other Government Agencies, e.g. Planning Inspectorate, Secretary of State for Communities and Local Government



- General Public – planning representations will be published online as required by law

As part of the plan making process, the Council is required to hold public consultations to enable comments to be made on the draft policies and proposals. As part of this process, we host our public consultations on a 'digital consultation portal' to process these comments. The Council must publish the name of the person providing a comment as part of the public consultation. The company who manages the consultation portal, does not have access to personal information, unless requested to do so by the Council and only for the purpose of assisting with the administration of the portal.

Once the Castle Point Plan reaches the examination stage, a Programme Officer will be appointed by the Council to act as the main point of contact between the Council and the Planning Inspectorate. The Programme Officer will contact those who are participating in the examination, on behalf of the Planning Inspectorate.

From an Economic Development perspective, the council pro-actively engages with its local business community to provide support, helping to encourage the creation, retention and growth of businesses in the borough. The Senior Economic Development Officer, and Service Support Officer are the primary Data Processors. They will maintain a list of businesses or individuals who have contacted the team/council for support on a spreadsheet to log and monitor their enquiries, as well as registering to attend one of the councils events via Eventbrite.

The team also maintains a spreadsheet of businesses or individuals that have opted in to receiving email communications via the councils fortnightly business support newsletter, providing their name and email address, and optionally their trading address and business name. Sign up is done through the abovementioned Consultation Portal. Records are regularly reviewed by the team and expired email addresses are removed from the database. Subscribers are emailed on a quarterly basis reminding them that they can opt out and providing the link, should they no longer wish to continue receiving newsletter communications, and these addresses will also be removed from the database.

Who is the Data Controller for this processing?

Castle Point Borough Council is the Data Controller for this processing.



We need to use your personal information to meet our Legal Obligations under the Planning and Compulsory Purchase Act 2004 (PCPA 2004) and the Town and Country Planning (Local Planning)(England) Regulation 2012 (Regulations 2012) as amended by the 2017 Regulations. You can see a list of the legal conditions we may rely on by looking at our full privacy notice at [Privacy Notices | CastlePoint](#).

Personal Data							
Special Category Information							
Service	Legal Obligation	Public tasks	contract	Consent	Substantial Public Interest	Legal Claims	Explicit Consent
Castle Point Plan	✓			✓			
Supplementary Planning Documents	✓			✓			
Business Support				✓			

Where we are relying on your consent to use your personal information you have the right to withdraw this consent at any time by contacting PlanningPolicy@castlepoint.gov.uk, business@castlepoint.gov.uk or the dpo@castlepoint.gov.uk, or calling 01268 882200 and advising which service you are using.

How long will we keep your personal information?

We will only use your personal information whilst delivering the service to you and to deal with any questions or complaints that we may receive about this unless the law requires us to keep it for a longer period. In practice, this means that your personal information may be retained for:

- **Castle Point Plan** - upon adoption of the Castle Point Plan, after reviewing it will be securely destroyed
- **Supplementary Planning Documents** – upon adoption of a Supplementary Planning Document, after reviewing it will be securely destroyed
- **Business Support** – upon the subscriber choosing to opt out of receiving email communications

Will my personal data be held or used outside of the United Kingdom?

No personal information is routinely sent or held outside the UK. Should the transfer of personal information outside of the UK become necessary, it will only take place if



permitted by law, and then only where there are appropriate safeguards in place to protect the data.

Changes to this private notice

We keep our privacy notice under regular review. This privacy notice was last updated on 29th August 2025.

How to contact us

If you want to request information about our privacy policy you can email the Data Protection Officer: dpo@castlepoint.gov.uk or write to us at:

Data Protection Officer
Castle Point Borough Council
Council Offices
Kiln Road
Thundersley
Benfleet
Essex SS7 1TF

CPBC's Data Protection Officer

CPBC's Data Protection Office is Angela Law who can be contacted at the above address and email or by telephone on 01268 882200.