

PRIVACY NOTICE

Planning Services

How we use your information in relation to Planning Services

This privacy notice tells you what to expect when Castle Point Borough Council (CPBC) collects personal information in relation to your use of CPBC's Planning services.

Purpose of processing and legal basis for processing your personal information

The processing of applications for planning permission is the responsibility of the Borough Council.

We have a statutory duty to provide a planning service for land and property situated in the Borough of Castle Point. This includes, development management, conservation areas and listed buildings, control of advertisements, work to trees and Tree Preservation Orders (TPO's), high hedge disputes and the enforcement of planning control. We also provide a pre-application planning service for which there is a charge.

In order to enable CPBC to carry out its duty/obligations it is necessary for us to collect personal information from you to include your name, address, application details, email address.

Retention period or criteria used to determine the retention period

We will retain your personal information in accordance with the retention periods contained in the Council's Document Retention Policy.

<https://www.castlepoint.gov.uk/info-governance-policies>

The sources the personal data originates from and whether it came from publicly accessible sources

The Planning Portal: Information provided as part of the planning process comes in from the governments planning portal. The terms and disclaimer relating to the Planning Portal can be found on the planning portal website www.planningportal.co.uk

Public access: Information provided as part of consultation on planning applications comes in via the Council's website and Public Access system.

Website: Information relating to Planning enforcement can come in via the Council's website and the electronic form.

Hard copy: Information can come in via hard copy, either in the post or in person.



Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data

We have a statutory duty to provide these services to you upon request therefore by accessing and using the planning portal or the Council's planning services you are expressly consenting to our use and disclosure of your personal information in the manner described in this privacy notice. If for some reason you object to this use and any disclosure of your personal information then please do not access our services or use the Planning Portal.

The consequences of you failing to provide your personal information is that we cannot provide planning services to you.

The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences

No automated decision making takes place

Changes to this private notice

We keep our privacy notice under regular review. This privacy notice was last updated in February 2018.

How to contact us

If you want to request information about our privacy policy you can email us: infolegal@castlepoint.gov.uk or write to us at:

Civic Governance & Law
Castle Point Borough Council
Council Offices
Kiln Road
Thundersley
Benfleet
Essex SS7 1TF

CPBC's Data Protection Officer

CPBC's Data Protection Office is Andrew Roby Smith and he may be contacted at the above address.