

PRIVACY NOTICE

Local Plan 2018

Personal Information

Personal information can be anything that identifies and relates to a living person. This can include information that when put together with other information can then identify a person. For example, this could be your name and contact details.

“Special” personal information

Some information is “special” and needs more protection due to its sensitivity. It is often information you would not want widely known and is very personal to you. This is likely to include anything that can reveal your:

- Sexuality and sexual health
- Religious or philosophical beliefs
- Ethnicity
- Physical or mental health
- Trade union membership
- Political opinion
- Genetic/biometric data
- Criminal history

How we use your information in relation to the New Local Plan 2018

This privacy notice tells you what to expect when Castle Point Borough Council (CPBC) collects personal information in relation to consultation and development of the Council’s new Local Plan 2018.

Purpose of processing and legal basis for processing your personal information

Planning and Compulsory Purchase Act 2004 (PCPA 2004) and the Town & Country Planning (Local Planning)(England) Regulations 2012 (Regulations 2012) as amended by the 2017 Regulations and supported by the National Planning Policy Framework and Planning Policy Guidance sets out the current system of local plan making.

The Borough Council has a statutory duty pursuant to PCPA 2004 to set out its policies relating to the development and use of land in its area and these policies taken as a whole are referred to as the Local Plan.

Regulations 18 and 19 of the 2012 Regulations provide a statutory duty upon the Borough Council in relation to development of its new Local Plan to consult with all those with an interest in the borough but more particularly in accordance with the Borough Council’s Statement of Community Involvement.



In order to enable the Borough Council to carry out its statutory obligations referred to above it is necessary for us to collect personal information about you to include your name, address and any email address.

Retention period or criteria used to determine the retention period

We will retain your personal information in accordance with the Borough Council's retention period contained in the Council's Document Retention Policy which can be found on the Council's website:

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

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

Public access: Information provided as part of consultation on development of the new Local Plan comes in via the Council's website and Public Access system.

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 comply with the Borough Council's Statement of Community Involvement and Regulations 18 and 19 of the 2012 Regulations and to consult with all those with an interest in the development of the Borough Council's new Local Plan and therefore by responding to the consultation 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 respond to the consultation as we shall not be able to process your consultation response without your personal information identified in this Privacy Notice.

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

As part of development of the new Local Plan no automated decision making takes place

Your rights

If we are holding your personal information you have a number of rights which have been extended as from 25 May 2018. You have the right:

- to be informed about how and why we process your personal information and how long we retain it for as well how you can complain
- of access which includes confirmation that your personal information is being processed and access to your personal information
- to rectification so that if you identify any of the personal information we hold about you is incorrect you can write to us asking us to correct it

- to erasure otherwise known as the right to be forgotten so that you may unless we require it to continue to provide a service to you request the deletion or remove of personal information
- to restrict processing which enables you to block or suppress is processing your personal information
- to data portability which allows you to obtain and reuse your personal information for your own purposes across different services
- to object to us processing your information based on legitimate interest or performance of a task in the public interest of official authority, direct marketing and for scientific/historical research and statistics
- related to the automated decision making and profiling which safeguards you against the risk that a potentially damaging decision is taken without human intervention

Borough Council's Privacy Policy

Further information in relation to the Council's privacy policies can be found on the Borough Council's website:

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

Changes to this private notice

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