



## **Exeter City Council: Planning policy**

### **Privacy notice**

#### **Who we are**

We are the planning department (City Development Service) for Exeter City Council. This privacy notice explains how we will use information provided during planning policy work as a local planning authority.

If you have any questions about data or privacy contact our data protection officer at [data.protection@exeter.gov.uk](mailto:data.protection@exeter.gov.uk) or telephone 01392 265257.

#### **The Data Controller**

The City Development Service is the data controller for planning policy work at Exeter City Council.

Address: Civic Centre, Paris Street, Exeter, EX1 1NN.

Contactable by emailing [planning.policy@exeter.gov.uk](mailto:planning.policy@exeter.gov.uk) or by calling 01392 265080.

#### **The Data Protection Officer**

If you have any questions about data or privacy notice please contact Exeter City Council's data protection officer via [data.protection@exeter.gov.uk](mailto:data.protection@exeter.gov.uk) or 01392 265257.

#### **Obtaining your personal information**

We have been provided with your personal information by you as someone who wishes to submit comments in response to planning policy work at Exeter City Council. This work includes:

- Preparation of Local Plans, Supplementary Planning Documents, Development Plan Documents and the Statement of Community Involvement
- Working with neighbouring authorities on other strategic plans and policies
- Keeping of registers, such as the Custom and Self Build Register
- Community Infrastructure Levy policy
- Working with community groups on Neighbourhood Planning data collection and development monitoring

#### **Use of your personal information**

We are using your personal information for the purpose of planning policy work at Exeter City Council as set out above.

## **Who will receive or see my personal information?**

By responding to public planning policy consultations you have accepted that your comments will be placed in the public domain and will be disclosed if requested under the Freedom of Information Act. However, apart from the name of the sender, no other personal information will be published or shared with any other person or organisation outside of Exeter City Council unless we are legally obliged to do so.

We will not sell your information to other organisations. We will not move your information beyond the UK. We will not use your information for automated decision making.

## **For how long will we retain your personal information?**

We will only retain your personal information for as long as we are required to do so by law and for the purpose we collected it. Your personal information will be held on Exeter City Council's IT systems. The personal data that you provide will be used by Exeter City Council to correspond with you about planning policy and to notify you of relevant planning policy consultations until the work for which you provided your personal information has completed all the regulatory processes required for its preparation. After this time your personal data will be deleted.

## **What will happen if you don't provide your personal information?**

Exeter City Council is unable to accept anonymous comments during planning policy consultations and for a comment to be formally accepted, a name and contact address (preferably e-mail) must be provided.

## **Your rights**

If you no longer want to receive information about the planning policy work of Exeter City Council you can contact us at any time and request that your personal data be removed from Exeter City Council's IT systems.

Whatever our use of your personal information, you have the right of access to that personal information (this means confirmation that we are using your personal information, access to it, as well as other details) and the right to seek rectification if the information is inaccurate.

Because we are using your information on the basis of legal obligation and public task then you also have the following rights in respect of how we use your personal information:

- Legal obligation – you have the right to restrict processing;
- Public task – the right to object and right to restrict processing.

In addition, if you object to our use of your personal information and there is no overriding legitimate interest for us to continue using it, or we have used your personal information unlawfully, or it is no longer necessary for us to have the personal information, the right to erasure is also available to you.

## **More information**

To see Exeter City Council's full privacy notice or to find out about your rights, go to [www.exeter.gov.uk/DataProtection](http://www.exeter.gov.uk/DataProtection).