

## Exeter City Council – Planning – Privacy Notice

### Who we are

We are the planning department for Exeter City Council. This privacy notice explains how we use information in the course of our work as a local planning authority. This work includes:

- Making decisions and providing advice on planning applications
- Making planning policies
- Working with neighbourhoods on their plans
- Working with neighbouring authorities on strategic policies
- Responding to allegations of unlawful development
- Monitoring development
- Entering legal agreements, serving notices and promoting the best use of land
- Providing information requested as part of planning history searches and Local Land Charges searches

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

### How we get your information

We get applicant information in two ways – it is supplied to us directly by applicants (or via a planning agent on their behalf) or we receive it from a third party website, such as the Planning Portal, that provides a transaction service.

We also receive comments, representations, allegations and questions via email, letter and through our website.

### What we do with your information

To allow us to make decisions on their applications, individuals must provide us with some personal data (e.g., name, address, contact details). In a small number of circumstances individuals will provide us with “special category data” in support of their application (e.g., evidence of medical history).

We use the information provided to us to make decisions about the use of land in the public interest. This is known as a “public task” and is why we do not need you to “opt in” to allow your information to be used.

We are obliged under the regulations to make some information available on planning registers. This is a permanent record of our planning decisions that form part of the planning history of a site, along with other facts that form part of the “land search”.

### How we share your information

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

We will make details of planning applications available online so that people can contribute their comments. We will sometimes need to share the information we have with other parts of the council - for example to establish how long a building has been used as a dwelling.

We may occasionally send out a follow-up “how did we do?” survey to a sample of people using our service to see how we can improve it.

### **Redaction ('blinking things out')**

We operate a policy where we routinely redact the following details before making forms and documents available online:

- Personal contact details for the applicant - e.g., telephone numbers and email addresses
- Signatures
- Special Category Data - e.g. supporting statements that include information about health conditions or ethnic origin
- Some information agreed to be confidential

Sometimes we might decide it is necessary, justified and lawful to disclose data that appears in the list above. In these circumstances we will let you know of our intention before we publish anything.

If you are submitting supporting information which you would like to be treated confidentially or wish to be specifically withheld from the public register, please let us know as soon as you can - ideally in advance of submitting the application. The best way to contact us about this issue is to telephone 01392 265223.

### **Retention ('how long we keep your information for')**

Our Corporate Retention and Disposal Policy sets out how long we are required to keep your information for. All planning and related applications are held on a public register and will not be deleted as they form part of the planning history of the site.

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

If you don't provide your personal information we will be unable to contact you or to process your application in accordance with:

- The Town and Country Planning Act 1990
- The Town and Country Planning (Development Management Procedure) (England) Order 2015.
- Planning (Listed Building and Conservation Areas) Act 1990

### **More information**

To see the 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).