

## **Privacy Notice for Planning Policy**

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

St Albans City & District Council use Objective Keystone Ltd to store and publicise data. Objective Keystone Ltd.'s privacy notice can be found at <http://stalbans-consult.limehouse.co.uk/common/cookies.jsp>.

### **What information do we collect about you?**

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation (Art. 6(1)(c) of General Data Protection Regulation). This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information for the purposes of producing a Local Plan and other planning policy documents.

You are choosing to provide the personal data – the personal data that you normally provide is your name, address, email address and telephone number. If you choose to complete equalities information you can provide information about your ethnicity, disability, gender, sexual orientation or religion, which is special category data. This is used to understand the diversity of the respondents to consultations to assist the Council in promoting equality.

If you're providing us with special category personal information (such as details about your health) we will be processing this under Art. 9(2) GDPR.

We collect personal information that you agree to share with us voluntarily so that you can participate in the statutory consultations and/or be placed on to our Self-Build Register. You are choosing to share your personal information.

When you provide your personal data we will add you to our database. You can deactivate your account by emailing [LPdatabase@stalbans.gov.uk](mailto:LPdatabase@stalbans.gov.uk). This means we will not use your personal data to contact you again about future consultations.

### **How will we use the information about you?**

We use the information to inform the Local Plan process, which is subject to public consultation. Your name and comments will be available to be viewed by the public through an online portal. Your email address and telephone number will never be able to be viewed by the public through the online consultation portal. Your address will only be able to be viewed by the public if you have put forward your home address as a site promotion.

We will not share the personal information we hold with any external organisations except for Central Government, the Planning Inspectorate (PINS), Objective Keystone Ltd, other Local Authorities and external consultants that undertake our planning work.

The information you provide will be used to enable the Council to understand your views on the topic of the consultation and use this information when producing our Local Plan. It will also enable you to express your interest in self-build housing.

We may be required to share your personal information with the Police, or similar agency, or another Council for the purposes of preventing and detecting fraud. We will ensure that all personal information is kept securely.

### **How long will we keep this information?**

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk)

## **Individuals' Rights**

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk)

You can find out more about your rights on our website:

<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notice/Individual%20Rights%20GDPR%20Website%20Notice.pdf>

## **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit: <https://www.stalbans.gov.uk/cookies>

## **Changes to our Data Protection Policy**

We have a Data Protection Policy in place and this can be found here:

<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notice/GDPR%20Personal%20Data%20Policy.pdf>

We review this policy annually.

## **Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 819209 for our Complaints Team.

## **How to contact us**

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

## **Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.