

Privacy Notice

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Document Control

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Change History

Version	Date	Description	Change ID
0.1	12 Dec 2017	First issue of a new guidance template	N/A

Related Documents

Reference	Title	Tier
WBC:SS:SCB:0812AtI	Access to Information Policy	

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Appendix A - Template

1. Purpose

- 1.1. The document at Appendix A is intended as a corporate template to use as a Privacy or Fair Processing notice for purposes of data protection.

2. Applicability

- 2.1. A privacy notice must be created and made available wherever personal data is collected and processed by a service, team or individual.

3. Roles and Responsibilities

- 3.1. Each Service Director/Head of Service has overall responsibility for ensuring that data is managed appropriately in accordance with the law and agreed standards.
 - 3.2. The Data Protection Officer is responsible for:
 - Directing and reviewing this standard.
 - Ensuring that there is effective consultation, support and communication on related matters in terms of data protection.
 - Publishing & Promoting the adoption of this template.
 - Ensuring compliance with published standards, procedures, working practices, and legal developments.
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Privacy Notice Template

Dated: 12 Dec 2017

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data to help us to work with you and to understand and plan the services you need.

Date of Issue: 23.02.18

Update History:

23.02.18	First issue of a new Privacy Notice – Submission of a planning application
26.02.18	Minor changes to statements

Directorate: Place

Service: Development & Regulation

Team: Development Management

About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council
Market Street
Newbury
Berkshire
RG14 5LD

ICO Registration Number: **Z6825178**
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

The Data Protection Officer

Contact details for the Data Protection Officer at the Council can be found at:
www.westberks.gov.uk/dpofficer

What data will we collect about you?

We will collect your name, address and email address from the planning application form.

What will we use your data for?

We will only use your personal information to provide the service that you have requested, the submission and determination of your planning application.

Who will see your data?

Documentation for planning applications must be made available for public inspection in accordance with the legislation detailed below. This means that we cannot treat such information as confidential and this information will continue to be held as part of the planning file.

We may share your information with other bodies/agencies where we have a statutory requirement to do so and for the purposes of the planning consultation process.

We will detail your information on the Orange Site Notice which will be available for the public to view.

Your right to refuse

We are legally processing your data under the requirements of **the Town & Country Planning Act 1990, Local Government (Access to information) Act 1985, The Environmental Information Regulations 2004**. As such, there is no legal right to refuse processing as we are legitimately required to do so by UK law. There's more on your rights below (see "Your Rights").

How long will your data be kept?

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council's retention schedule (www.westberks.gov.uk/retention).

How is your data stored and processed?

Your data will be held on the Council's database designed for Planning users and will be protected using up-to-date technical and organisational security measures.

Transfer overseas

Your data will not be stored or sent outside of the UK.

Your rights

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form (www.westberks.gov.uk/dprequest) that also allows you to make a request for us to take action about something.

Complaints

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO).

It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/>), but you can also do so in writing to:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

