

Privacy Statement

Planning

Your Data

The information we collect

We may collect the following personal data:

- Name
- Address
- Contact details

Why we collect it

All representations received in respect of a planning application will be processed in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 and Town and Country Planning (Development Management Procedure) (England) Order 2015.

Your information will be used by Brentwood Borough Council (BBC) in determining an application for planning permission and any representations received are published online on our public register and this includes your name and address. (Your personal email address, signatures and any contact numbers will be redacted from public viewing) but we will hold this information on our planning system.

Your information could also be used to contact you regarding the application for the following reasons:

- If the application is withdrawn
- If the application is revised
- When a decision is made
- If the application is being heard at a committee
- If an appeal is lodged

Where it will be stored

Data will be stored securely on Brentwood Borough Council's server. Details about how your data is held securely can be found in our Corporate Data Protection Privacy Notice.

Who we will share it with

We will never sell your data, however we may share your personal data between our services, where required by law, or to prevent and detect fraud. This may include the police.

How long we will keep it

We will only keep your information for as long as necessary. The retention period is either dictated by law or detailed in our Document Retention Policy which can be found on our website. Once your data is no longer needed it will be securely and confidentially destroyed.

Your rights

- The right to be informed – this relates to how we use your personal data
- The right of access - You can ask for access to the information we hold on you
- The right to rectification - You can ask to change information you think is inaccurate
- The right to erasure - You can ask to delete information (right to be forgotten) in certain circumstances
- The right to restrict processing - You can ask to limit what we use your personal data for
- The right to data portability - You can ask to have your information moved to another provider
- The right to object – You can object to the processing of your personal data in certain circumstances
- You also have rights in relation to automated decision making and profiling

You can find more information here:

<http://www.brentwood.gov.uk/index.php?cid=2879>

<https://ico.org.uk/>