**Planning Privacy Notice**

**Who we are and what we do**

The Planning department are responsible for administering submission of planning and related applications, pre-application enquiries, preparation, monitoring and review of planning policy documents Section 106 and enforcement.

This privacy notice explains how we use information about you and how we protect your privacy in the Planning Department.

The Planning Department is part of Epsom & Ewell Borough Council which is a data controller. We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer, at foidpa@epsom-ewell.gov.uk or by calling 01372 732000 and asking to speak to the Data Protection Officer.

As a local authority we have a number of different functions, which are explained in more detail on our [Privacy and Cookies page.](https://www.epsom-ewell.gov.uk/privacy-and-cookies)

**What we need**

We collect a range of information including:

* name
* address
* email
* telephone number
* bank details
* agent contact details (if applicable)
* full address of the development
* record of payments made, amounts outstanding to the Council and any action taken by us to recover monies owed in relation to fees for planning/building control applications or for any alleged planning breaches
* A range of information about you and your property to enable an assessment of a planning applications. E.g. Photographs, dimension/measurements,
* Sensitive personal data relevant to the application eg disability, care of elderly parent.

We usually obtain an applicant’s information in three ways – it is supplied to us directly (or via a planning agent on their behalf), we collect it from a site visit or we receive it from a third-party websites (ie the Planning Portal).

We also receive comments, representations, allegations and questions via email, letter and the online register via the Council’s website.

We are required by planning regulations to publish planning applications on our website which includes applicant/agent name and address as these form part of the statutory register. We redact other personal information such as signatures, email addresses and telephone numbers.

**Why we need it**

We are collecting your data for the purpose of making decisions about the use of land, providing advice and making decision on planning applications, consulting on planning documents such as Local plans, investigating allegations of unlawful development and monitoring of section 106 agreements.

We may also receive information about you from third parties, including planning agents and interested parties who comment on a planning application or the preparation, monitoring or review of planning policy, or planning and related applications. We may also undertake proactive enforcement enquiries and gather information relating to liabilities under Section 106 of the Town and Country Planning Act 1990 (S106 liabilities).

We carry out this processing as part of our legal obligation under Planning legislation, eg

* Town and Country Planning Act 1990,
* Planning and Compulsory Purchase Act 2004
* Town and Country Planning Development Management Procedure, England (Order 2015)
* Decision Notices (Planning or Appeal) and Legal Agreements to form Part 2 of the Planning Register
* Town and Country Planning (Development Management Procedure) Orders
* Town and Country Planning (Control of Advertisements) (England) (Amendment) Regulations 2012
* Planning (Listed Buildings and Conservation Areas) Act 1990

**Will your personal information be shared?**

We may 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 share your information with other Council teams so they can carry out their statutory roles and support our service (e.g. Housing, Complaints, Corporate Finance, Legal Services, IT Services, Enforcement).

We may share your information with external agencies. This may include Surrey County Council, Environmental Agency, Historic England and Natural England. We may also share your information with the Planning Inspectorate or the Local Government & Social Care Ombudsman (LGO) in the context of any appeals or complaints.

We make details of planning applications available online so that people can contribute their comments.

**How long will we keep it for?**

We only keep information for as long as it is needed.

We will only hold your personal information for as long as necessary for business purposes or if we are required to keep it by law. There’s often a legal reason for keeping your personal information for a set period of time, we try to include all of these in our retention schedule.

**What are your rights?**

For full details you rights as a data subject please see our [Privacy and Cookies Page.](https://www.epsom-ewell.gov.uk/privacy-and-cookies)