

**This Privacy Notice describes how we collect and use personal information about you for the purposes of contacting you about the progress of the Local Plan.**

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| <p>The name and contact details of our organisation</p>   | <p>We are the planning department for South Oxfordshire District Council. We are a “data controller” responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.</p> <p>It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.</p>  |
| <p>The contact details of our data protection officer</p> | <p>Data Protection Officer, Adrianna Partridge, at <a href="mailto:data.protection@southandvale.gov.uk">data.protection@southandvale.gov.uk</a></p>  |
| <p>The purposes of processing</p>                         | <p>Planning laws set out the requirements for consultation in relation to Local Plans as defined by the Town and Country Planning (Local Planning) (England) Regulations 2012 (as Amended). The Environmental Assessment of Plans and Programmes Regulations 2004 and The Conservation of Habitats and Species Regulations 2017 also set out consultation requirements which affect the preparation of Local Plans. Consultations on the Local Plan have to be undertaken in line with the Council’s Statement of Community Involvement (SCI). Representations received are used to help inform decisions about how the plan for the district should take shape. Representations received have to be ‘duly made’ and are submitted along with the plan and accompanying documentation to the Planning Inspector appointed to examine the Local Plan. The Inspector will consider all the representations made before finalising his examination report recommending whether the Local Plan is sound or whether it can be made sound with modifications. Further hearing sessions will not usually be held, unless the Inspector considers them essential to deal with substantial issues raised in the representations, or to ensure fairness.</p> |

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|  | <p>The situations in which we will process your personal information are listed below.</p> <ul style="list-style-type: none"> <li>• To add your details to the Local Plan Consultation Database</li> <li>• To amend your details on the Local Plan Consultation Database, if requested by you</li> <li>• To erase your details from the Local Plan Consultation Database, if requested by you</li> <li>• To contact you via email/letter about the Local Plan</li> <li>• to assist in the making of statutory development plans (i.e. the Local Plan), other planning documents and maintenance of Land Register. This includes making the responses received available to be viewed both in the council offices and online and maintaining an archive of historic plan responses.</li> <li>• Contact details are held for current and future planning policy consultation exercises</li> </ul>  |
| <p>The lawful basis for the processing</p> | <p>We will only use your personal information when the law allows us to.</p> <p>The lawful basis for processing your personal data will be:</p> <ul style="list-style-type: none"> <li>• Legal Obligation</li> <li>• Public Task</li> <li>• Consent</li> </ul> <p>The lawful basis for processing your information is the necessity for compliance with a legal obligation and by you providing consent to join and use the service, as specified by the following legislation:</p> <ul style="list-style-type: none"> <li>• The Town and Country Planning Act 1990 (As Amended) The Planning and Compulsory Purchase Act 2004 (As Amended), Localism Act 2011, Town and Country Planning (Local Planning) (England) Regulations 2012 (As Amended), The Environmental Assessment of Plans and Programmes Regulations 2004 and The Conservation of Habitats and Species Regulations 2017 also set out consultation requirements which affect the preparation of Local Plans.</li> </ul> |

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|  | <p>In the preparation of local plans there is a requirement to consult with various consultation bodies and local residents.</p> <p>We have a legal obligation to seek consultation comments but rely on your consent to provide those comments along with your personal data. Please note we are unable to accept anonymous comments.</p> <p>We use the information provided to us to make decisions about the use of land in the public interest</p>   |
| The categories of personal data obtained   | <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Email Address</li> <li>• Telephone Number</li> <li>• Land Ownership/ Interest in land (if relevant)</li> </ul>   |
| Special Categories of Personal Data being Processed (if appropriate)                         | No special category data is collected.   |
| The recipients or categories of recipients of the personal data, i.e. who we share data with | <p>We will share your personal information with third parties where required by law. This may include:</p> <ul style="list-style-type: none"> <li>• Visitors to the Council Offices</li> <li>• Comments published on the council website (name only published against comments, anonymous comments are not accepted)</li> <li>• Legal and Planning Bodies e.g. Planning Inspectorate</li> </ul> <p>We may share your information with Legal and Planning Bodies e.g. Planning Inspectorate, the courts, statutory consultees, Government departments, regulatory bodies, parish and town councils and Oxfordshire County Council</p> <ul style="list-style-type: none"> <li>• For Local Plan documents as defined by the Regulations, data received in response to this consultation will be forwarded to the Planning Inspectorate.</li> <li>• Other council departments</li> </ul> <p>We will sometimes need to share the information we have with other parts of the council-for example to better understand issues related to Local Plan proposals.</p> |

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| <p>The details of transfers of the personal data to third countries or international organisations</p> | <p>We do not sell your information to other organisations. We do not move your information beyond the UK</p>   |
| <p>The retention periods for the personal data</p>   | <p>We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.</p> <ul style="list-style-type: none"> <li>• Original Submissions may be held for a maximum of 15 years from adoption of plan.</li> <li>• Summary information held in plan-making documents (eg statements of consultation) may be retained permanently for historic value.</li> <li>• Your details within our planning consultation database will be held until it is requested by the individual that their personal details are removed from the database.</li> </ul>  |
| <p>The rights available to individuals in respect of the processing</p>                                | <p>Data protection law provides you with certain rights, however not all of these rights will be available to you in all situations, particularly where we process your information as part of one of our statutory duties. Where we are under a legal duty to use data for a particular purpose you will not have the right to prevent it being used in that way.</p> <ul style="list-style-type: none"> <li>• You have the right to access your personal information and request a copy of the information we hold about you.</li> <li>• request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it</li> <li>• request your data to be rectified if it is inaccurate or incomplete</li> </ul> <p>If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal information, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer.</p> |

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| The right to withdraw consent   | <p>You have the right to withdraw consent and the right to object and restrict further processing of your data; however, this may affect service delivery to you and we may be unable to use with your consultation comments.</p> <p>To withdraw your consent, please contact the Data Protection Officer. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.</p>   |
| The right to lodge a complaint with a supervisory authority   | <p>If you need to make a complaint specifically about the way we have processed your data, you should in the first instance, contact our Data Protection Officer Adrianna Partridge at <a href="mailto:data.protection@southandvale.gov.uk">data.protection@southandvale.gov.uk</a></p> <p>If we fail to respond properly you can direct your concerns to the Information Commissioners Office. You can contact the Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF (telephone number: 01625 545745). You can also find further information at <a href="http://www.ico.org.uk">www.ico.org.uk</a>.</p> |
| The details of whether individuals are under a statutory or contractual obligation to provide the personal data | <p>You do not have to provide your consultation comments but if you choose to do so we are unable to accept anonymous comments so you will need to provide us with your personal data.</p>  |
| The details of the existence of automated decision-making, including profiling                                  | <p>We do not use automated decision making, including profiling.</p>  |
| Version number V1.0 16/09/2020  |   |