

# Privacy notice – Development Control

## Who we are?

Derby City Council is the local government unitary authority for Derby City. Our address is The Council House, Corporation Street, Derby, DE1 2FS.

## How do we collect information from you?

We collect information from you when you fill in any forms using our customer portal, the 'Planning Portal' (operated by an independent organisation for the purposes of submitting applications) or on our website [www.derby.gov.uk](http://www.derby.gov.uk); also when you contact us

- in writing
- speak to us on the phone
- by email
- by on-line application comments
- Submissions to any other type of electronic communication
- Or when you talk to us face to face

## What types of information do we collect from you?

We collect different categories of information about you, depending on the service you want from us and /or the reason why we need to process information relating to you. This could be personal information (for example your name and address), or other more sensitive data that we would only collect and use in very particular circumstances that are set out by law.

## How is your information used?

We may use your information in relation the processing of all applications and appeals under primary legislation (the Town & Country Planning Acts), secondary legislation (the Listed Building & Conservation Areas Act), the Advertisement Regulations, Tree Preservation Orders, the Anti-Social Behaviour Act, the pursuit of enforcement complaints, the processing of all applications for internal/external grant assistance which may accompany planning applications and all other associated legislation to be administered by the City Council, in its statutory role as Local Planning Authority, as introduced and/or amended by central government.

## Research & Statistics

Anonymised & pseudonymised data may be used for research & statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

## Who has access to your information?

We may share your information with:

- Other Council Departments – for example, to ensure we meet all our statutory duties.
- External organisations such as the Planning Inspectorate (an executive agency of the government), the Land Registry and all statutory consultees (for example, the Environment Agency and Highways England) and non-statutory consultees (for example, Derbyshire Wildlife Trust and Derby Civic Society) who provide formal consultation responses and advice in relation to the determination of applications and appeals.
- Relevant individuals such as planning agents.



We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

### **What are your rights in relation the personal data we process?**

**Access** – you can request copies of any of your personal information that is held by the Council.

**Rectification** – you can ask us to correct any incorrect information.

**Deletion** – you can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.

**Portability** – you can ask us to transfer your personal data to different services or to you.

**Right to object or restrict processing** – you have the right to object to how your data is being used and how it is going to be used in the future.

**Right to prevent automated decisions** - you have the right to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision.

### **How long will we keep your information for?**

We keep and dispose of all records in line with our record retention schedule; information about this is at <https://www.derby.gov.uk/retention-schedule/>. We will comply with the Data Protection Act 2018.

### **What security precautions are in place to protect the loss, misuse or alteration of your information?**

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

### **Keeping your data up to date**

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

### **Under 13**

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission beforehand, whenever you provide us with personal information.

### **Cookies & IP addresses**

#### **What are Cookies and why are they used?**

Cookies are small text files which identify your computer to our servers. They are used to improve the user experience. View what cookies we use and how you can manage them.

### **Complaints**

If you would like to make a complaint regarding the use of your personal data you can contact our Data Protection Officer

#### **By Post:**

Information Governance  
The Council House  
Corporation Street  
Derby



DE1 2FS

**By phone:** 01332 640763

**By email:** [Data.protection@derby.gcsx.gov.uk](mailto:Data.protection@derby.gcsx.gov.uk)

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

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

Tel: 0303 123 1113 or 01625 545 745 if you prefer to use a national rate number

Alternatively, visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).

