

# Privacy notice – Spatial Planning Team

## Who are we?

Derby City Council is the local government unitary authority for Derby City. Our address is The Council House, Corporation Street, Derby, DE1 2FS. The Spatial Planning Group is part of the Council's Town and Country Planning Service.

## Why do we collect information from you?

You may represent an organisation that we are either required by law to consult when we are preparing a local plan or which we think will be interested in it. You may be someone who has written in to us about the plan, its evidence base or promoted land to us for development. Or you may be someone or represent an organisation that we are negotiating a S106 Obligation with as part of an application for planning permission. We will need to keep your contact details so that we can keep in touch with you or let you know when future stages of the plan or other documents are available to comment on.

## How do we collect information from you?

We collect information from you when you fill in any of our electronic forms relating to the Council's statutory development plan, its evidence base or supporting documents such as Supplementary Planning Documents obtained via email or from our website <https://www.derby.gov.uk/environment-and-planning/planning/>; also when you contact us in writing, speak to us on the phone, by email, text message or any other type of electronic communication, or 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, business address, telephone number and email address), or other more sensitive data (such as equalities information) that we would only collect and use in very particular circumstances that are set out by law.

## How is your information used?

In accordance with our public tasks; we may use your information to: prepare the Council's Statutory Development Plan; prepare Supplementary Planning Documents or guidance notes; inform you of the publication of supporting documents such as the Authority Monitoring Report or the Statement of Community Involvement; check information that you have provided; update our monitoring information and registers; the processing and monitoring of S106 Agreements.

## Research and statistics

Anonymised and 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 are required by law to make representations on local plans available for third parties to inspect on demand. At the pre-submission stage of consultation we have to make all representations available for inspection on our web site. However, we do redact personal information from these so you cannot be identified from them.

We may also share your information with:

- Other Council Departments – for example, we may need to share your letter with comments on it with other Council services that specialise in issues you raise so that we can properly respond to your comments and questions.
- Other Local Authorities where the comments or questions you raise should be directed to them instead of or as well as Derby City. An example of this would be comments made on proposed housing on the City boundary with another authority. We also send all letters we receive on the final local plan consultations to the Planning Inspectorate as required by regulations to ensure that a Planning Inspector is aware of all the representations being made.

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 Data Protection legislation.

## 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

### 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 at <https://www.derby.gov.uk/site-info/about-cookies/>.

## 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.gov.uk](mailto:data.protection@derby.gov.uk)

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

### **By Post:** Information Commissioner's Office

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**By phone:** 0303 123 1113 (local rate) 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).

