

## **Data Protection Privacy Notice**

Service: Planning

Team: Development Management

Processing activity: Processing planning and associated applications

### **The Data Controller**

East Devon District Council's Planning Service

Address: Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

Contactable by emailing [csc@eastdevon.gov.uk](mailto:csc@eastdevon.gov.uk) or by calling 01404 515616.

### **The Data Controller's Representative**

Ed Freeman: Service Lead, Planning Strategy and Development Management

Contactable by emailing [efreeman@eastdevon.gov.uk](mailto:efreeman@eastdevon.gov.uk) or by calling 01404 515616.

### **The Data Processor**

Terraquest Business and Property Solutions Floor 7 & 8, Quayside Tower, 252-260 Broad Street, Birmingham, B1 2HF

### **The Data Protection Officer**

Henry Gordon Lennox

Contactable by emailing [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk) or by calling 01395 517401.

### **Obtaining your personal information**

Information will have been provided by you as the applicant or by an agent acting on your behalf.

### **Use of your personal information**

We are using your personal information for the purpose of registering, validating and determining planning and related applications and on the basis of public task and legal obligation under the Town and Country Planning Act 1990 (as amended), Planning, Listed Buildings and Conservation Areas Act 1990 and associated regulations including CIL.

### **Who will receive or see my personal information?**

Your personal email address, signatures, contact numbers and any financial information will be redacted from public viewing but we will hold this information on our planning system and it will be available to be seen by those within the relevant service and within support services (such as the Legal and Finance Teams and third party payment handler) where necessary to carry out the purpose.

Some of your information will be made available on the public register, and this will include the name and address of the applicant as well as the details of the agent if applicable.

Any medical information submitted which is not from an official medical professional will be rejected and deleted. It is unlawful for us to process medical information without a legitimate reason to do so.

Some of your personal information will be shared with statutory consultees including the Highways Agency, South West Water, Natural England, Building Control, Devon County Council etc. This is a statutory requirement under the Town and Country Planning Act 1990.

Your application will be checked by a third party data solutions company to assist with the validation process. Terraquest Business and Property Solutions will view application details, including your name, address and contact details to ensure that the application is valid and may contact you, through EDDC, to obtain additional information for validation purposes.

We may also share information with our corporate safety officer when our staff safety is viewed as being at risk. Information may also be shared with partner agencies during safeguarding investigations and for fraud identification and prevention.

Your personal information will be stored securely and will not be accessible to anyone else, including other services within the Council, unless detailed above.

## **Retention**

All your personal information will be held by us only for as long as is necessary and then in accordance with any legal requirements imposed upon us and the Council's retention schedule. For more information please go to our website to view our [Retention schedule](#)

## **Transferring personal information outside of the EU**

Your personal information will not be transferred outside the EU or to any international organisations by the Council. It should be noted that the Council has no control over those accessing its online public registers nor what someone does with any information they obtain from them.

## **Your rights**

Whatever our use of your personal information you have the right of access to that personal information (this means confirmation that we are using your personal information, access to it as well as other detail) and the right to seek rectification if the information is inaccurate.

Because we are using your information on the basis of legal obligation and public task then you also have the following rights in respect of how we use your personal information;

Legal obligation – you have the right to restrict processing.

Public task – the right to object and right to restrict processing.

Also, if you object to our use of your personal information and there is no overriding legitimate interest for us to continue using it or we have used your personal information unlawfully or it is no longer necessary for us to have the personal information, the right to erasure is also available to you.

Details on each of these rights and to how you exercise can be found on our website in the [Your Rights](#) pages.

## **Complaints**

If you are dissatisfied with the way the Council has used your personal information then you may wish in the first instance to make a complaint to the Data Protection Officer. This can be done by;

Writing to: Data Protection Officer, Information and Complaints, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

You can also email: [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk) or call 01395 517417.

Alternatively, or if you remain dissatisfied following your complaint to the Data Protection Officer, you may lodge a complaint with The Information Commissioner. The Information Commissioner is the UK's independent body set up to uphold information rights. The ICO can help and advise you on all matters relating to data protection.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

Information Commissioner's Office [website](#)