

## **Privacy Notice    Planning Policy**

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### **Overview**

Birmingham City Council

Planning Authority utilise the information provided by you in the course of our Planning Policy work as a local planning authority. . Under the plan-making process personal data is collected, processed and stored on behalf of the council. Council officers process the data collected and this data is stored on secure computers. This privacy notice explains what information is collected and how it is used. Our core obligations under the Data Protection Act 2018 and

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### **Our Details**

The council is registered as a  
Regulation (EU) 2016/679

ICO ). Our registration details are:

Birmingham City Council  
Council House  
Victoria Square  
Birmingham  
B1 1BB

Registration No: Z4594350.

If you have any questions about our data protection policy, or the data we hold on you, or if you would like to exercise one of your data protection rights, please contact the council's Data Protection Officer at the following address:

Corporate Information Management Team  
PO Box 16366  
Birmingham B2 2YY  
Email: [infogovernance@birmingham.gov.uk](mailto:infogovernance@birmingham.gov.uk)

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### Purposes of processing

Personal data is collected and processed to enable Birmingham City Council meet statutory obligations in relation to preparing Local Plans and the associated policy work. This includes the following:

- Adding you to the Planning Policy Consultation Database (by your consent);
- Adding you to the Self and Custom Build Housing Register;
- Recording of land and land ownership for consideration as potential development allocations;
- Keeping you informed about our Local Plan and associated planning guidance and documents;
- Processing representations on the Local Plan and associated planning guidance and documents;
- Undertaking virtual meetings/ events/ hearings in relation to the Local Plan and associated planning guidance and documents;
- Keeping a record of declared HMOs; and
- Responding to enquiries and other matters.

Personal data is processed under both Part 2 and Part 3 of the Data Protection Act 2018 (the , t . Where it is collected for planning law enforcement purposes then we are acting as a competent authority\* and Part 3 applies.

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### **Lawfulness of processing**

The council as a Planning Authority has lawful bases for processing data for the purpose of planning policy work which will either be that it is necessary to do so to perform a task carried out in the public interest, or it is the exercise of official authority by us.

Planning policy work and related processing are also necessary for compliance with legal obligations to which the council is subject, as a planning authority, in terms of the .

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### **Data we may collect**

The information collected may include the following:

Name

Address

Email address

Phone number

Identifying information of third parties (e.g. planning agents who submit an application on your behalf)

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### **Retention**

Personal data will not be retained any longer than necessary to fulfill the purpose for which it was obtained, and in accordance with the Retention Schedule.

Registers, including Brownfield Land Register, Self and Custom-Building Housing Register and Planning Policy Consultation Database permanent

Records relating to activities that develop policies, procedures and strategies Retain until superseded + 6 years

Records relating to policy implementation and development - Retain until superseded +6 years

Records relating to the consultation responses, submissions and objections -

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### **Security**

Your information will be stored electronically on multiple servers based in the UK and on paper records. These can only be accessed by authorised officers. It will not be transferred outside the UK.

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### **Information Sharing**

The council publishes representations received during a consultation. We will only publish the name of the individual respondent or the organisation that they represent. All other personal information will be omitted or redacted - this includes the contact details and signatures of individuals. We may share your information with:

Planning Officers and other Council Staff for the purpose of delivering planning services;

Any person with a need to access your data relating to or responding to a complaint;

The appointed Planning Inspector when planning documents are formally submitted for examination (this is in line with the Town and Country Planning Regulations).

In the case of Neighbourhood Plans, the Planning Policy Team is responsible only for that data collected as a result of the Councils' duties in respect of Neighbourhood Plans. It is not responsible for data collected by Parish Councils or Neighbourhood Forums in the establishment or development of a Neighbourhood Plan.



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### Your rights

You have **certain rights** in relation to the personal information we hold about you.

Where personal data has been collected as part of a criminal investigation or enforcement work then this data is not subject to the general data protection rights above. Whilst Birmingham City Council Planning Authority is in possession of your personal data as part of our g0 (e)6(T/F4 o)(ss)10agatioo thoul datt 4-3(su)6(b)-3(js8(a)-3( h)v-3(h),(n)-uti)10(o)d(W)-5(h)-3 P4(f)8rtuhcil

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### **Amendments**

We will continually [review and update our privacy notices](#) to reflect changes in our services, as well as to comply with changes in the law.

This privacy notice was last updated on 06 October 2020.

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**Complaints**

Should you wish to report a complaint or if you feel that we have not addressed your concerns in a satisfactory manner, pleas