

PRIVACY NOTICE – PLANNING APPLICATIONS

Processing your information

We are processing your information for the purposes of a planning application. All planning applications received by South Hams District Council and/or West Devon Borough Council (SHDC/WDBC) are processed in accordance with the Town and County Planning Act 1990.

Purpose of processing

Your information will be used by SHDC/WDBC for the purpose of registering, validating and determining the planning application submitted. The 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. 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 all planning staff. 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.

Your information could also be used to contact you regarding the application for the following reasons:-

1. If the application is withdrawn
2. If the application is revised
3. When a decision is made
4. If the application is being heard at a committee
5. If an appeal is lodged
6. To provide you with an update on your planning application

The Data Controller

South Hams District Council, Follaton House, Plymouth Road, Totnes, TQ9 5NE
West Devon Borough Council, Kilworthy Park, Drake Road, Tavistock, PL19 0BZ

The Data Processor

Planning, South Hams District Council, Follaton House, Plymouth Road, Totnes, TQ9 5NE
or West Devon Borough Council, Kilworthy Park, Drake Road, Tavistock, PL19 0BZ

Data Protection Officer

Data Protection Office, South Hams District Council, Follaton House, Plymouth Road,
Totnes, TQ9 5NE
or West Devon Borough Council, Kilworthy Park, Drake Road, Tavistock, PL19
Email – dataprotection@swdevon.gov.uk

Information security and data sharing

Your information is stored securely within the planning system; any information that is redacted from public viewing will not be accessible to other services within the Council.

Working together



Your application information (excluding personal contact numbers, email address and signatures) will be shared with other statutory consultees such as the Highways Agency, South West Water, Natural England, Building Control, Devon County Council etc. This is a statutory requirement under the Town and County Planning Act 1990.

Accuracy of information

We will process the information given at the time of the application. If your information is not accurate then you can call us on 01803 861234 or 01822 813600.

Retention

All planning applications are held on a public register and will not be deleted as they will be used for historical searching on properties; this is for decisions, permitted development rights, and for conditions and monitoring purposes.

Transferring Data outside of the EU

Your information will not be transferred outside the EU by SHDC/WDBC

Individual rights

You have certain rights under the Data protection Act and the EU General Data protection Regulations (GDPR). These can be found on the ICO website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Complaints

If you are dissatisfied with the service that you have received in relation to your Planning Representation and wish to make a complaint, you should visit our website

South Hams –

<https://www.southhams.gov.uk/article/3659/Comments-and-Complaints> or write to us at South Hams District Council, Follaton House, Plymouth Road, Totnes, TQ9 5NE

West Devon -

<https://www.westdevon.gov.uk/article/3659/Comments-and-Complaints> or write to us at or West Devon Borough Council, Kilworthy Park, Drake Road, Tavistock, PL19