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## **PRIVACY NOTICE - PLANNING REPRESENTATIONS**

### **Processing your information**

All representations received in respect of a planning application will be processed in accordance with the The Town and Country Planning (Development Management Procedure) (England) Order 2015. Please also see [How to comment on Applications](#) in order to protect data of others.

### **Purpose of processing**

Your information will be used by South Hams District Council and/or West Devon Borough Council (SHDC/WDBC) in determining an application for planning permission and any representations received are published online on our public register and this includes your name and address. (Your personal email address, signatures and any contact numbers will be redacted from public viewing) but we will hold this information on our planning system.

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 If the application is withdrawn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

### **Data Controller**

South Hams District Council, Follaton House, Plymouth Road, Totnes, Devon, TQ9 5NE

West Devon Borough Council, Kilworthy Park, Drake Road, Tavistock, PL19 0BZ

### **Data Processor**

Planning, South Hams District Council Follaton House, Plymouth Road, Totnes, Devon, TQ9 5NE

Planning, 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, Devon, TQ9 5NE email: [dataprotection@swdevon.gov.uk](mailto:dataprotection@swdevon.gov.uk)

Data Protection Office, West Devon Borough Council Kilworthy Park, Drake Road, Tavistock, PL19 0BZ e-mail: [dataprotection@swdevon.gov.uk](mailto:dataprotection@swdevon.gov.uk)

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### **Information security and data sharing**

Your information is stored securely and any information that is not available on the Councils website is not shared with other services within SHD/WDBC. However if there is a Planning Appeal then we will share your information with the Planning Inspectorate.

### **Accuracy of your information**

We will process the information given at the time of your request in writing you're your contact details or information changes please ensure you contact us on 01803 861234 or 01822 813600 and ask to speak to Planning.

### **Retention**

Representations on applications will be made available online for a period of 6 months following a decision or appeal (whichever is later). After this time representations are available for internal planning use for a further period after which time we will ensure your information is deleted securely. This will be done automatically on an annual basis at the end of each year.

### **Transferring Data outside of the EU**

Your information will not be transferred outside the EU by SHDC/WDBC, however anyone who has access to the internet can view the planning representations received, even if they have not registered.

### **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/fororganisations/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