

# Privacy Notice

## Central Lincolnshire - Planning Policy

### **Our Commitment to Your Privacy**

As part of our commitment to protecting your information, we have updated our Privacy Notice to explain how we collect, store and handle your personal data.

We have always been careful to protect your information, but this is part of our ongoing commitment to be transparent about how we use your information and keep it safe. This will also give you more clarity over how your information is being managed.

Through our revised privacy notice, we have addressed the new standards introduced by the European data protection law, known as the General Data Protection Regulation (GDPR).

### **Who we are**

The Central Lincolnshire Local Plan Team, through North Kesteven District Council is registered with the Information Commissioner's Office (ICO) as a 'data controller' under Z5680267. This means we will only process and hold your personal data in order to contact you regarding the planning policy services that we provide.

### **What information do we collect**

We collect information such as your name/ company name, postal address, email address and/ or telephone number in order for us to contact you regarding your interest in the development of land use planning in Central Lincolnshire.

In addition, we have sought the names and contact details for businesses or groups who are likely to have an interest in the development of land use planning in Central Lincolnshire.

### **Why we collect your data**

The Central Lincolnshire Local Plan Team hold a consultation database that it uses when informing people of key stages in the development of the Local Plan, or other directly related planning policy documents such as supporting evidence documents.

As far as is reasonable and practicable, we will ensure that the information recorded is accurate and kept up to date.

### **How we collect your data**

We keep a database of all persons who have asked to be kept informed or have expressed an interest in planning policy development in Central Lincolnshire or sought contact details for businesses and organisations that are likely to have an interest in land use planning. Anyone who's data we hold has the right to withdraw consent to hold or process that data at any time (please see the section 'know your rights' below).

## **When we'll share your data**

Sometimes we have a legal duty to provide personal information to other organisations or if there is a good reason that is more important than protecting your privacy. This does not happen often, but we may share your information with the police in order to find and stop crime and fraud, for example.

However, we do not sell your personal information to anyone else and will never share your information for marketing purposes.

## **Know your rights**

You have many rights regarding your personal data, which include seeing what personal information we hold about you. In addition, you can ask us to correct inaccuracies, delete and restrict the personal information we hold.

If you want to remove your consent or request to see your personal data, please contact [dataprotection@n-kesteven.gov.uk](mailto:dataprotection@n-kesteven.gov.uk)

## **How do we protect your information**

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of personal information.

## **How long do we keep your information**

We keep personal data on the following databases:

- Local Plan consultation database;  
We will keep your information on the consultation database unless you have requested it's removal.
- Strategic Housing and Economic Land Availability Assessment (SHELAA) documents and database and GIS;  
We will keep your information on the SHELAA database and will update it or remove it as necessary at your request.
- List of purchasers of the Local Plan/ to be personally notified of updates;  
We will keep your information until the Local Plan begins a comprehensive review or until you have requested it's removal, whichever is sooner.
- Examination library for the Local Plan Examination including consultee respondents (letters, e-mails, consultation portal, Examination info)  
We are required to retain this information whilst the Local Plan is being prepared, after which it will be deleted.

In all cases, we will only keep your information for as long as we need to or until you have requested it's removal, at which point it will be securely deleted.