

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 privacy notice, we have addressed the standards introduced by the UK General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018.

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 process and hold your personal data in order to contact you regarding the planning policy services that we provide. The personal data that you provide will also be used to enable the Council to identify who has responded to the Council's Local Plan and its supporting evidence and supplementary planning documents.

Where applicable, it will enable the Council to correspond with you regarding upcoming public consultations relating to local plans and let you know how you can get involved. Where we conduct consultation, we will process feedback on the consultation and our planning policy services. The feedback will also be used to inform anonymised public reporting, which will act as part of the evidence base for future planning documents and infrastructure bids to Central Government. It will also inform future priorities about your area to improve our strategic planning services by focusing on trends and community priorities emerging from consultations.

What information do we collect

We may collect the following personal information when you respond to consultations:

- Your name
- Your postal address, email address and telephone number
- 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
- Feedback on the consultation
- Postcode information
- Demographic data relating to protected characteristics under the Equality Act 2010, such as, age and disability.

Unless otherwise stated, our consultations are undertaken on an anonymous basis, therefore individuals cannot be identified in reports or other publicly available information that may be published following the end of the consultation period.

The equality monitoring questions seeking demographic data are optional, and you can complete the survey without answering any of these questions. In addition, all the equality monitoring questions include a 'prefer not to say' option. However, we collect demographic data to comply with the Equality Act 2010 and the Public Sector Equality Duty 2011 and use this information to see if there are differing views so that we can make more informed decisions.

The Central Lincolnshire Local Plan Team is committed to the principle that all our customers have the right to equality and fairness in the way they are treated and in the services that they receive. Any information you provide will be used to see if there are any differences in views, and to check if our services are being delivered in a fair and reasonable way. We also use information within the equality monitoring questions to evidence positive outcomes to central government funding agencies.

Under the GDPR, the lawful bases we rely on for processing your personal information are:

- GDPR Article 6(1)(a) – You gave us your consent to the processing of your personal data (name and contact details)
- GDPR Article 6(1)(c) – The processing of your personal data is necessary for compliance with a legal obligation to which the Council is subject (the Council is legally obligated under the Town and Country Planning Act 1990 to produce a development plan, which this information will feed into)
- GDPR Article 6(1)(e) – The processing of your personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council (the Council is legally obligated under the Town and Country Planning Act 1990 to produce a development plan, which this information will feed into).

When we collect special category data, we rely on the following lawful bases:

- GDPR Article 9(2)(a) – You have provided us with your explicit consent (you gave us your consent to process demographic information. However, unless otherwise stated, consultations are anonymous and the information provided cannot be linked back to you as an individual)
- GDPR Article 9(2)(g) – The processing is necessary for reasons of substantial interest (equality of opportunity and treatment).

The legislation we rely on when using your personal information and demographic data to meet our legal obligations or public tasks includes, but is not limited, to:

- Town and Country Planning Act 1990
- Town and Country (Local Planning) (England) Regulations 2012.
- Equality Act 2010

- Public Sector Equality Duty 2011
- Local Government Act 1999 Section 3, as amended by Section 137 of the Local Government and Public Involvement in Health Act 2007 and detailed in the Department for Communities and Local Government Best Value Statutory Guidance 2011 (which state that Local Authorities have a best value duty to consult).

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, supplementary plans and supporting evidence documents.

Our consultations are asking for your views and ideas on the service provided by the Local Plans Team. Unless otherwise stated, our surveys are anonymous, and your information will be only used for the stated purpose of the consultation. Participation in our survey will not impact or influence any mailing preferences in the future.

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.

For some of our consultations, we will collect your data through the Integrated Mapping and Engagement System – Online Questionnaire Survey 123.

If you want to remove your consent or request to see your personal data, please contact dataprotection@n-kesteven.gov.uk

When we'll share your data

Where you have made a representation in response to a local plan making consultation document, we will publish and share your name and your representation with all interested parties in relation to the relevant document consultation. However, please note that your contact details, such as, postal address, email address and telephone number will be redacted and will not be shared or published.

You are entitled to withdraw your representation up until the point that the consultation closes. Should you do so, your representation and associated data will be permanently deleted as soon as reasonably possible, and your representation will not be taken into account.

Organisations that the Council may share information with include the Planning Inspector appointed by the Secretary of State or any other similar individual and government organisation.

Following the closure of our consultations, data may be shared within North Kesteven District Council, City of Lincoln Council, West Lindsey District Council and Lincolnshire County Council. An anonymised statistical report may also be provided to other local authorities and relevant organisations, such as partners, stakeholders or statutory bodies.

In relation to our consultations, your responses are stored within the Integrated Mapping and Engagement System (provided by Esri(UK) Limited) and please refer to their Privacy Policy here: [Privacy - Legal | Esri UK](#). Once downloaded, the information is stored securely on council servers on a password protected excel document and accessed by a limited number of colleagues. Any email correspondence and scanned copies of letters received by post will be stored electronically on the Local Plan Team's shared filing system.

The Council will share your information with Granicus, an organisation based outside the United Kingdom and the European Union (EU). Granicus is based in the United States and a copy of their privacy notice is available here: <https://granicus.uk/privacy-policy/>. When we send consultations, the Council will contact you using your provided details through Granicus GovDelivery. For further information, a copy of the GovDelivery Subscriber Cookie Statement can be found here: [govDelivery Subscriber Cookie Statement | Granicus Support](#). Your data will only be used for the purpose of contacting you in relation to the duties carried out by the Central Lincolnshire Local Plans Team. If you change your subscriber preferences/withdraw your consent, we will delete your data and it will not be shared onwards with any other third party.

Information you provide will be owned by the Council, and Granicus gives an undertaking to process information in accordance with [EU-US Privacy Shield](#), which meets UK Data Protection Act requirements. Please see [GovDelivery's subscriber privacy policy](#).

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 the Council will use the information for the purpose of performing any of its statutory enforcement duties. It also will make any disclosures required by law and may also share this information with the Police and other bodies responsible for detecting / preventing fraud or auditing/administering public funds, 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

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 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 for five years. You can update or request removal of your details from the database at any time
- 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 o
 - We will keep your information until the Local Plan begins a comprehensive review or until you have requested its 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
- Consultations in relation to the Local Plan:
 - We will retain individual responses for five years following the closure of a consultation. The anonymised statistical reports will be retained indefinitely.

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

Updates to this privacy notice

We may update this privacy notice from time to time in response to changing legal, technical or business developments. When we update our privacy notice, we will take appropriate measures to inform you, consistent with the significance of the changes we make.

Where can I get advice

If you have any concerns or questions regarding data protection matters, please contact our Data Protection Officer at dataprotection@n-kesteven.gov.uk or by calling 01529 414155.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF.

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit ico.org.uk or email casework@ico.org.uk