

## **PRIVACY NOTICE - PLANNING APPLICATIONS**

### **Why are we processing your information**

We are processing your information for the purposes of a planning application. All planning applications received by the Borough of Broxbourne (BBC) are processed in accordance with the The Town and Country Planning Act 1990.

### **What will your information be used for**

Your information will be used by the Borough of Broxbourne 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 If the application is withdrawn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

### **Data Processor**

Planning Services, Borough of Broxbourne, Bishops College, Churchgate, Cheshunt, EN8 9XB

### **Data Protection Officer**

Data Protection Office, Borough of Broxbourne, Bishops College, Churchgate, Cheshunt, EN8 9XB

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

Your information is stored securely. It may be necessary to share your personal data with other organisations or departments of the Council. For example sometimes we are bound by law to share data with other organisations, such as Government departments. We may also share your personal data when we feel there is a good reason, such as in relation to the prevention of fraud or detection of a crime. 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 representation. If your information is not accurate then you can call us on 01992 785510.

### **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 BBC. However anyone who has access to the internet can view the Planning Applications on our public register.

### **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 write to Planning Services, Borough of Broxbourne, Bishops College, Churchgate, Cheshunt, EN8 9XB. Alternatively you can email [planning@broxbourne.gov.uk](mailto:planning@broxbourne.gov.uk)