

PRIVACY NOTICE – PRE-APPLICATION

Why are we processing your information

We are processing your information for the purposes of providing you with a service in respect of preliminary advice and information in respect of submitting a planning application.

Purpose of processing

Your information will be used by the Borough of Broxbourne for the purpose of registering your pre-application request and providing you with the relevant service that has been paid for.

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

1. To request more information about the site, its surroundings and the proposed scheme
2. Advising you of timescales
3. Providing written advice
4. To arrange meetings

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 and remains confidential within Planning Services, once you make an application the information will be made available on the public register (we do not include any financial information, email address or signatures) Please see our privacy notice for Planning Applications for more details.

Accuracy of your information

We will process the information given at the time of your request in writing. If your contact details or information changes please ensure you contact us on 01992 785510.

Retention

All pre application information is held as sensitive and on a secure system and will not be deleted. They are held as information under the Town and Country Planning Act (1990).

Transferring Data outside of the EU

Your information will not be transferred outside the EU by BBC.

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 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