

## **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.

### **Purpose of processing**

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 If the application is withdrawn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

### **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 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)