Privacy Notice Planning Support Services – Request for copies of planning documents and history

Who we are:
Planning Support Services and Planning Enforcement
Town Hall
Maidenhead
Customer Contact Centre on 01628 683800

The lawful basis for processing personal data:
The Town and Country Planning (Use Classes) Order 1987
The Town and Country Planning (Applications) Regulations 1988
The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012
The Planning (Listed Buildings and Conservation Areas) Regulations 1990
The Town and Country Planning (Development Plan) Regulations 1991
The Town and Country Planning General Regulations 1992
The Town and Country Planning Appeals (Determination by Inspectors) (Inquiries Procedure) Rules 1992
The Town and Country Planning (Modification and Discharge of Planning Obligations) Regulations 1992
The Highways (Inquiries Procedure) Rules 1994
The Town and Country Planning (General Permitted Development) (England) Order 2015
The Units of Measurement Regulations 1995
The Hedgerows Regulations 1997
The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999


The Town and Country Planning (Enforcement Notices and Appeals) (England) Regulations 2002


The Town and Country Planning (Local Development) (England) Regulations 2004

The Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2005

The Town and Country Planning (Major Infrastructure Project Inquiries Procedure) (England) Rules 2005

The Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2006


Town and Country Planning (Control of Advertisements) Regulations 2007

The Town and Country Planning (General Permitted Development) (Amendment) (No. 2) (England) Order 2008

The Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008
The Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2009


The Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2010

The Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2010

The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2011

The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012


The Town and Country Planning (Compensation) (England) Regulations 2012


The Planning (Listed Buildings and Conservation Areas) (Amendment No. 2) (England) Regulations 2013

The Planning (Listed Buildings and Conservation Areas) (Amendment No. 2) (England) Regulations 2013


The Town and Country Planning (Section 62A Applications) Procedure and Consequential Amendments) Order 2013

The Town and Country Planning (Fees for Applications Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2013

The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) (No. 2) Regulations 2014


The Town and Country Planning (General Permitted Development) (England) Order 2015

The Town and Country Planning (Use Classes) (Amendment) (England) Order 2015

The Town and Country Planning (Compensation) (England) Regulations 2015

The Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015

The Town and Country Planning (Section 62A Applications) (Procedure and Consequential Amendments) (Amendment) Order 2015


The Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2016

The Infrastructure Planning Fees (Amendment) Regulations 2017

The Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2017

The Town and Country Planning (Compensation) (England) (Amendment) Regulations 2017

The Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2018
How do we collect information:

Personal data is supplied by Solicitors acting on behalf of house purchasers either by post, email or electronically via the Council’s online form.

We are also provided with names and addresses from service users requesting property history, copies of planning and enforcement documents or general planning and enforcement advice either by post, email or electronically via the Council’s online form.

What type of information is collected:

We are provided with names and addresses of potential house purchasers from the acting Solicitor.
We are provided with name, address, email address and telephone numbers from anyone requesting property history, copies of planning documents or general planning advice.

**How we use the information you have provided:**

Requests for copies of planning decision notices and enforcement notices are recorded in an access database and held in the Council’s email system. Copies are required as part of a house purchase.

Anyone requesting the history of a property or general advice will supply their name, address and contact details in order for us to respond. These details are retained in the Council’s email system.

**Who has access to the information about you:**

The information stored in the Council’s access database is available to Planning Support Services staff and ICT support staff.

**Who we may share your information with:**

This information is used by Planning Support Services and the Enforcement team solely for the purposes set out above.

**How long we store your information:**

Personal details recorded on the Council’s access database are stored permanently.

**Does your service utilise automated decision making?** – No