

## **Privacy Notice for Royal Borough Community Infrastructure Levy (CIL), S106 and Suitable Alternative Natural Greenspace (SANG).**

### **Who we are:**

Planning – CIL, S106 and SANG  
Royal Borough of Windsor and Maidenhead  
Town Hall  
Maidenhead  
SL6 1RF

### **The lawful basis for processing the information:**

The Town & Country Planning Act 1990  
Planning and Compulsory Purchase Act 2004  
Planning Act 2008 (as amended by Part 6 of the Localism Act 2011)  
The Town and Country Planning (Local Planning)(England) Regulations 2012, as amended  
Community Infrastructure Levy Regulations 2010, as amended  
EC Directive 92/43/EEC on the Conservation of Natural Habitats and of Wild Fauna and Flora.  
EC Directive 79/409/EEC on the Conservation of Wild Birds.  
The Conservation of Habitats and Species Regulations (Amendment) 2012.

### **How do we collect your information:**

Personal data is supplied by service users either by post, email or electronically via the council's website and through the Planning Portal.

### **What type of information is collected:**

As part of CIL, S106 and SANG administration and collection we collect names, addresses, telephone numbers, email addresses and bank details of:

- Applicants of proposed and approved development sites.

In some circumstances we will also collect details of directors and company secretaries of businesses potentially liable for the CIL charge and land registry documents

We are also provided with names and addresses of potential house purchasers from their acting Solicitor and anyone requesting property history, copies of planning

documents or general planning advice.

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

The information gathered is used to administer and collect due monies for S106, CIL and SANG/SAMM (Strategic Access Management and Monitoring) liabilities and payments.

Information is also used to answer solicitor enquiries into site history and history of payment of S106 and CIL monies.

The data collected is recorded on our Planning system (Uniform), Exacom and our financial control system Agresso. Documents are held in the Council's Document Management System and are not made available to the public. The only documents that are available to the public are CIL additional liability forms.

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

Officers within the planning department have access to the data collected.

Members of the public have access to personal data on CIL additional liability forms.

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

Data is shared with the Finance Service via our financial control system Agresso.

**How long we store your information:**

The council maintains a permanent record of S106, CIL and SANG/SAM liabilities and payments.

**Does your service utilise automated decision making? :**

No