

Privacy Notice for Planning Support Service – Planning Application Process

Who we are:

Development Management & Planning Support Services
Town Hall
Maidenhead

Customer Contact Centre on 01628 683800

Development Management and Support Services personal data for the reasons set out below.

Separate Notices cover the Council's Planning Enforcement and Conservation and Planning Policy Functions.

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 Town and Country Planning (Crown Land Applications) Regulations 1995

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 Appeals (Determination by Inspectors) (Inquiries Procedure) (England) Rules 2000

The Town and Country Planning (Hearings Procedure) (England) Rules 2000

The Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2000

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

The Town and Country Planning (Enforcement) (Written Representations Procedure) (England) Regulations 2002

The Town and Country Planning (Enforcement) (Determination by Inspectors) (Inquiries Procedure) (England) Rules 2002

The Town and Country Planning (Enforcement)(Inquiries Procedure)(England) Rules 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

The Planning (Applications for Planning Permission, Listed Buildings and Conservation Areas) (Amendment) (England) Regulations 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 (Development Management Procedure) (England) Order 2010

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 (Development Management Procedure) (England) (Amendment No. 3) Order 2012

The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2012

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

The Town and Country Planning (Appeals) (Written Representations Procedure and Advertisements) (England) (Amendment) Regulations 2013

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 (Hearings and Inquiries Procedure) (England) (Amendment) Rules 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 (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 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 (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2014

The Town and Country Planning (Compensation) (England) (Amendment) Regulations 2014

The Town and Country Planning (Hearings and Inquiries Procedure) (England) (Amendment and Revocation) Rules 2015

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 (Amendment) (England) Regulations 2015

The Planning (Listed Buildings and Conservation Areas) (Amendment) (England) Regulations 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

The Town and Country Planning (Section 62A Applications) (Hearings) Rules 2013

The Countryside and Wildlife Act 1981

Town and Country Planning Act 1990

Planning Act 2008

Rights of Way Act 2000

Enterprise and Regulatory Reform Act 2013

Environment Act 1995

Localism Act 2011

Highways Act 1980

Banking and Financial Dealings Act 1971

How do we collect information from you:

Personal data is supplied by service users either by post, telephone, by email, in person or electronically via the Council's website or the Planning Portal.

What type of information is collected from you:

As part of the Planning process we collect names, addresses, telephone numbers and email addresses relating to applicants, agents and anyone making representation on a planning application.

How we use the information you have provided:

Local authorities have a legal duty to make available certain details relating to planning applications (as a public register), and regulations also allow this information to be made available, on the Internet.

Given the statutory status of the Register of Planning Applications, relevant regulations, and the public interest in making information on the processing of applications available, the Planning Service make a wide range of information and documents available on their websites.

The data collected is recorded on our Planning system (Uniform). Documents are held in the Council's secure document Management System and documents in the public

domain are available for public access via an online search function. The data is required as part of the planning decision making process.

The Council publish the names and addresses of applicants, agents and anyone making representation on a planning application.

A weekly list giving details of all planning applications received and planning decisions issued is circulated to Councillors, Parishes and Stakeholders and is published on the Council's website.

Information provided through this process is used to make decisions as part of the planning process listed above.

Who has access to the information about you:-

The information is stored on the Council's Planning database (Uniform) which may be accessed by secure login by appropriate Council employees. Personal names and addresses are available on the Council's website and available to all. The Council comply with the Data Protection Act by redacting personal email addresses and telephone numbers.

Who we may share your information with:

Personal names and addresses are available on the Council's website and available to all.

Contact details and any further information supplied are stored on the Council's Uniform database and can be accessed by the Local Authority Planning staff and Council services as below:

ICT Applications support staff

Trees/Ecology

Highways

Building Control

Customer Contact centre

Flooding/Drainage

How long we store your information:

The Council maintain an accurate record of all planning applications and associated documents which will permanently remain on the Council's Planning database (Uniform) system and is available to the public on the Council's website.

We hold hard copies of all current planning applications and appeals. Certain application paper files are confidentially destroyed once a decision has been issued and larger applications, non-residential and new dwellings/developments are retained in storage at the Town Hall, Maidenhead.

Hard copies of some historic planning documents and decision notices are stored securely in a designated storage room at the Town Hall, Maidenhead or in external storage managed by a third party (Iron Mountain).

Applications received prior to the procurement of Uniform in 1997, are held on microfiche, CD or hard copy and are stored in the Town Hall or securely stored at Clyde House, Maidenhead. These records are retained permanently.

Does your service utilise automated decision making? – No