

## **Privacy Notice For RBWM Planning Policy – Call for Sites and Consultations**

### **Who we are:**

Planning Policy  
Royal Borough of Windsor and Maidenhead  
Town Hall  
Maidenhead  
SL6 1RF

### **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)  
Self-build and Custom Housebuilding Act 2015, as amended  
Housing and Planning Act 2016  
Neighbourhood Planning Act 2017  
The Town and Country Planning (Local Planning)(England) Regulations 2012, as amended  
Neighbourhood Planning (General) Regulations 2012, as amended  
Self-build and Custom Housebuilding Regulations 2016  
Self-build and Custom Housebuilding (Time for Compliance and Fees) Regulations 2016

### **How we collect information:**

Personal data is supplied by service users in response to call for sites and consultations either by post, email, telephone call or electronically via the Council's website or the Planning portal.

### **What information is collected:**

As part of development plan making, consultations, neighbourhood planning and creation of registers we may collect names, addresses, organisation name, position held, telephone numbers, email addresses, signature and information on financial details, agent details, land/property ownership, consultation representation contents, age, gender, ethnicity, disability, number of dependants and nationality of:

- Land owners and developers wishing to promote sites
- People who have supplied responses and made representations on draft development plan documents (DPD's) as they move through the plan making process.

- People who have notified us that they wish to be included on a consultation database for plan-making and preparation of Supplementary Planning Documents (SPD's)
- People who have notified us that they wish to be included on the Self-build Register

In some circumstances we will also collect details of directors and company secretaries of businesses being investigated and land registry documents.

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

#### **How we use the information provided:**

The information gathered is used to:

- Prepare a regular assessment of the Council's supply of potential future development sites including the Housing and Employment Land Availability Assessment (HELAA) and Traveller Land Availability Assessment (TLAA).
- Maintain a database of people that we contact and consult with during various stages of the DPD plan making process.
- Maintain a database of people that we contact and consult with during the preparation of SPD's.
- Maintain a register of people who have asked to be on the Self-build Register. The register assists the Council understand the level of interest in the Borough for self and custom build plots.

Personal data collected may be recorded on Uniform, Objective, the Council's IT network and QGIS. Documents are held in the Council's Document Management System, the Council's IT network and on Objective. The Self Build Register data and personal information collected for the HELAA is not made available to the public.

Any personal data recorded on public documents associated with the call for sites will be removed prior to publication. Contact details of people on the consultation database are occasionally shared with bodies associated with examining plans to facilitate their professional and statutory roles.

**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 enforcement notices and submitted appeals.

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

Personal data may be shared within the Planning service, other Council departments and the Planning Inspectorate, Plan Examiners & Programme Officers. Where applicable, names of representors will be viewable on the Council's consultation portal - <http://consult.rbwm.gov.uk/portal>.

**How long we store your information:**

Information is kept as a permanent record.

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