

The following information applies to Planning (Development Management).

Data Controller:

Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Data Protection Officer:

Nicola Hesketh
Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Email: data-protection@tamworth.gov.uk

Retention:

Records are kept in accordance with the Council's disposal schedule and we will not keep your information for longer than necessary. Our Retention Schedule can be found at:

<https://www.tamworth.gov.uk/sites/default/files/privacy/Retention-Schedule.pdf>

Rights: You have certain rights under UK Data Protection law including:

- The right to be informed
- The right of access to your personal data
- The right of rectification (to have any inaccuracies corrected)
- The right of erasure (to have your records deleted)
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

All rights may not be available to you in all circumstances. Further information about your rights is available on our website at: <http://www.tamworth.gov.uk/privacy-notice> or the ICO

Website at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Information Collected

Name
Address
Contact Details
Phone number

“Special” category Information Collected

Medical
Ethnic origin

Purpose Collected

To allow us to make decisions on planning applications individuals must provide us with some personal data (e.g. name address, contact details) In a small number of case “special category data” in support of their application (e.g. evidence of medical history)

We use the information provided to us to make decisions about the use and development of land in the public interest. This is known as a “public task” and is why we do not need you to “opt in” to allow information to be used.

We will use your personal information to confirm your identity and check information given is correct, to contact you regarding your planning application, process the planning application, associated applications, payments and for any appeals.

We will use your personal information to investigate alleged breaches of planning control and to enable effective enforcement proceedings, enforcement appeals and prosecutions.

Some information provided to us we are obliged under the regulations to make available on planning registers. This is a permanent record of our planning decisions that form part of the planning history of a site, along with other facts that form part of the “land search”

Legal Purpose

We will only use your personal information when the law allows us to. Most commonly we will use your personal information under **Public Task** or **Legal Obligation** as the processing is necessary for us to comply with the law namely:

The Town and Country Planning Act (1990)

Planning (Listed Buildings and Conservation Areas) Act 1990

The Town and Country Planning (Development Management Procedure) (England) Order 2015

Third Parties we might share information with

We will share your personal information with third parties where required by law or where it is necessary. Examples of the organisations we may need to share information with are:

Tamworth Borough Council Revenues Department
Tamworth Borough Council Elections Department
Tamworth Borough Council Legal Department
Planning Inspectorate
Statutory and non-statutory consultees and individuals interested in viewing and/or commenting on the application
Private sector partners engaged to provide specialist advice e.g. retail consultants, district valuer

Third Parties – Which third parties process my personal information?

Third-party service providers provide services on behalf of Tamworth Borough Council. The following third-parties process personal information about you for the following purposes:

M3 – The Council's IT provider M3 may have to access to your personal information on occasions where there is a fault

Civica – The Council's IT provider Civica may have to access to your personal information on occasions where there is a fault

Planning Portal – Information is supplied to the Council directly (or via a planning agent on the applicants behalf) or we receive it from a third party website that provides a transaction service.

How secure is my information with third-party service providers?

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with the GDPR regulations. Our third-party service providers are not permitted to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Your personal data is processed (including storage) within the European Economic Area only.

More information

Tamworth Borough Council's Privacy Notice can be found at: <http://www.tamworth.gov.uk/privacy-notice> or a hard copy provided upon request.

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Alternatively, you can [contact the Information Commissioner's Office](#).

This Privacy Notice may change from time to time and will be subject to annual review. The last known update/review date can be located at the top of the page.

By regularly reviewing this page you will ensure that you are always aware of what information we collect, how we use it and under what circumstances, if any, we share it with others.