

The following information applies to Planning Policy

**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](mailto: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**

None

### **Purpose Collected**

With your consent we use your personal information as part of our consultation database inform you of consultations run by the planning policy team. You can remove your consent to be on this database at any time.

We use information you give us to formulate Local Plans which determine land use and planning policy for Tamworth, revisions to the Statement of Community Involvement, a statutory document which we produce to show how we will engage the community in the planning process, for fulfilling our legal duties in relation to the production of Neighbourhood Plans. When you submit comments to a consultation your name and your comments will be made public. All other personal information will be held confidentially. We may need to share your personal information (name and contact details) with the Planning Inspectorate so that they can contact you to enable you to participate in the examination process.

We also use personal information to process Call for Sites submissions, The Brownfield Land Register, Conservation Area Appraisals and Management Plans, and Community Infrastructure Levy Charging Schedule.

### **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 as the processing is necessary for us to comply with the law namely:

The Town and Country Planning Act 1990,  
Planning and Compulsory Purchase Act 2004,  
Planning Act 2008  
Localism Act 2011,  
Self Build and Custom Housebuilding Act 2015,  
Housing and Planning Act 2016,  
Neighbourhood Planning Act 2017,

Planning (Listed Buildings and Conservation Areas) Act 1990  
All associated Regulations

### **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:

Planning Inspectorate  
Public

### **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:

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

### **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.