

## Privacy Notice

### ARGYLL AND BUTE COUNCIL PRIVACY NOTICE: DEVELOPMENT POLICY

#### Your Personal Data

##### What information do we need?

Argyll and Bute Council will act as the 'Data Controller' in regard to the personal data you provide to us. The Council's headquarters is at Kilmory, Lochgilphead PA31 8RT. The Council's Data Protection Officer is Iain Jackson who can be contacted at the above address or by email at [iain.jackson@argyll-bute.gov.uk](mailto:iain.jackson@argyll-bute.gov.uk) or by calling 01546 604188.

For informal consultation on the Simplified Planning Zone Project we do not require your name or contact details. But for formal responses or if you wish to give us your details so that we can keep in touch with you throughout the process we will collect contact details, which are classed as personal data. The information will include details such as your name, address and/or e-mail address

Unless specifically agreed with you, we will only collect personal data about you which does not include any special categories of personal information about you (also known as 'sensitive personal data').

##### Why we need this information?

You are giving us your personal information to allow us to engage with you throughout the Simplified Planning Zone process, conducting all related statutory actions in relation to these Simplified Planning Zone Schemes, including public consultation and comment.

We need to know this information in order to:

- Provide you with the services we provide in relation to the Simplified Planning Zone process
- Contact you by post, email or telephone *and*
- Maintain our records during the Simplified Planning Zone process

For this specific project we will also process your information for research to help us develop the Simplified Planning Zone Schemes.

If you do not provide this information then we will be unable to provide those services to you. We will not collect any personal data from you that isn't needed for delivery of those services.

Our **legal basis** for processing your information:

- Public tasks – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council under:

- Town and Country Planning (Simplified Planning Zones) (Scotland) Regulations 1995
- Town and Country Planning (Scotland) Act 1997
- Planning etc. (Scotland) Act 2006, and
- Associated Regulations and orders

#### What we will do with your information?

In order to provide this service, comments made regarding the Simplified Planning Zone Schemes will be recorded by Rapleys LLP and provided to Argyll and Bute Council.

When you make a comment on a Simplified Planning Zone Scheme (SPZ), your comments are recorded for that SPZ, and Argyll and Bute Council may make them available online to the public with your name and address as supplied or provide them in relation to a valid request e.g in response to a request under the Freedom of Information Act. Personal phone numbers, email addresses and signatures will not be displayed.

Argyll and Bute Council may share this data with:-

- Other public bodies as part of consultation in the public interest, including the Scottish Government, SEPA, Scottish Water and Transport Scotland
- Other Council services to help us improve our services, including Building Standards, Environmental Health, Development Management, Roads and Amenity Services.

#### UK or International Data Processing

All of the information we collect from you will be processed by staff in the United Kingdom. You should be aware however that your data will be stored on servers located in within the United Kingdom; the data will not be processed outside the European Union. We will take all reasonable steps to ensure that your data is kept securely and more information on how we do this is provided on the Council website ([www.argyll-bute.gov.uk](http://www.argyll-bute.gov.uk)) or can be provided in paper format on request to [ldp@argyll-bute.gov.uk](mailto:ldp@argyll-bute.gov.uk)

#### How long will we keep your information?

We will usually keep your personal information until the Simplified Planning Zone Scheme is formally adopted (estimate 1 year), after this period it will be destroyed under secure arrangements if it is no longer required for the lawful purpose(s) for which it was obtained. More information on our retention schedule is provided on the Council website ([www.argyll-bute.gov.uk](http://www.argyll-bute.gov.uk)) or can be provided in paper format on request to [ldp@argyll-bute.gov.uk](mailto:ldp@argyll-bute.gov.uk)

#### Automated Decision Making

There are no Automated Decision Making systems used for any of the purposes identified above.

### Your Rights

When you provide information to the Council, you will have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent
- to lodge a complaint with the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk))
- to request access to your personal data
- to data portability, where the Legal basis specified above is i) consent or ii) performance of a contract
- to request rectification or erasure of your personal data, as so far as the legislation permits

The Council's Data Protection Officer will ensure that personal information is handled in compliance with data protection law, contact details are noted in the first paragraph of this notice.