

## Who we are

We are the Planning Department for East Lindsey District Council. This privacy notice explains how we use information in the course of our work as a local planning authority. This work includes

- Making decisions and providing advice on planning applications
- Responding to allegations of unlawful development
- Monitoring development
- Entering legal agreements, serving notices and promoting the best use of land

If you have questions about data or privacy contact our Data Protection Officer 01507 601111.

## How we get your information

We get applicant information in two ways – it is supplied to us directly (or via a planning agent on their behalf) or we receive it from The Planning Portal website that provides a transaction service. We also receive comments, representations and questions via email and letter.

## What we do with your information

To allow us to make decisions on their applications individuals must provide us with some personal data (e.g. name, address, contact details). In a small number of circumstances individuals will provide us with “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 of land in the public interest.

We are obliged, under the regulations to make some information 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”. This information will be available to view on our website. The information we will retain permanently has been reviewed.

## How we share your information

We do not sell your information to other organisations. We do not move your information beyond the UK. We do not use your information for automated decision making.

The information may be used for Council purposes and may be shared with the Planning Enforcement department, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share information under other legislation.

Information will also be shared with the Planning Inspectorate, statutory consultees including the local water authority, the Environment Agency and Building Control.

## Redaction ('blinking things out')

We operate a policy where we routinely redact the following details before making forms and documents available online:

- Personal contact details for the applicant - e.g.. Telephone numbers, email addresses
- Signatures
- Special Category Data - e.g. supporting statements that include information about health conditions or ethnic origin
- Information agreed to be confidential

Sometimes we might decide it is necessary, justified and lawful to disclose data that appears in the list above. In these circumstances we will let you know of our intention before we publish anything.

If you are submitting supporting information which you would like to be treated confidentially or wish to be specifically withheld from the public register, please let us know as soon as you can - ideally in advance of submitting the application.

## Retention ('how long we keep your information for')

We process many different types of information according to our Retention Policy. Here is a brief summary of how long we keep things before they are destroyed:

- Statutory registers (e.g. planning decisions, approved plans, supporting documents and legal agreements) – for ever
- Officer and Committee reports – for ever
- Representations, letters, general correspondence – Retained only for 12 months after the decision is made.
- Special Category Data – Retained for only 12 months after the decision is made.

## Complaints and problems

Making decisions on planning matters is a public task and you do not have the right to withdraw consent. However if you think we have got something about your personal information wrong or there is a reason you would prefer for something to not be disclosed please contact us on 01507 601111.

If you need to make a complaint specifically about the way we have processed your data you should in the first instance contact our Data Protection Officer at [data.protection@e-lindsey.gov.uk](mailto:data.protection@e-lindsey.gov.uk) If we fail to respond properly you can direct your concerns to the [Information Commissioners Office](#).