



## **South Norfolk Village Clusters Housing Allocations Plan Privacy Statement**

### **The purpose of the processing your information**

South Norfolk Council is preparing the South Norfolk Village Clusters Housing Allocations Document (the Village Clusters document). The Council will use your data (name, address, email address etc.) to inform you about progress on the document (including supporting evidence), consult you at relevant times, and process any representations you might make.

### **How we get your information**

To allow us to keep you informed about progress on the Village Clusters document, to consult you, make decisions and consider any formal Local Plan representations you make under planning legislation, you need provide us with some basic data (e.g. name, address, contact details).

We only collect personal information which you (or your planning agent) knowingly and willingly provide by email, in writing, or over the phone. This includes details submitted via the Greater Norwich Local Plan process prior to April 2020.

### **What we do with your information**

South Norfolk Council processes your data in our capacity as a public authority in compliance with data protection legislation. Your details will only be used for the purposes for which you have provided them, and they will not be used for any other purpose without your consent.

In a small number of circumstances individuals may provide us with “special category data” in support/objection of a development site (e.g. evidence of medical history). Please refer to further information supplied below regarding how we handle this data.

We use the information provided to us to make decisions about the use 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 your information to be used.

### **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 you provide will be available for public scrutiny as part of the process of preparing the Village Clusters document.

We will make comments on the Local Plan available online as part of an open and transparent process. In addition, your name will be published online, alongside your comments. Please see *Redaction* section below on how we process your comments online.

We will sometimes need to share the information we have with other parts of the Council - for example to establish the history of a potential site for future development - and with the other Councils that form the Greater Norwich Development Partnership (Broadland District, Norwich City and Norfolk Council Councils), where issues affect production of other elements of the Local Plan. We are also required to share information with the Planning Inspectorate (PINS) as part of the Local Plan examination, which is held publicly, and this may include any personal information that you have submitted with any comments you have made.

### **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 members of the public (excluding agents, developers and other professionals involved in the process) - e.g. telephone numbers, email addresses, postal address;
- Signatures;
- Special Category Data - e.g. supporting statements that include information about, for example, 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 publishing information online. The best way to contact us about this issue is by email to the Place Shaping Team at [LP@s-norfolk.gov.uk](mailto:LP@s-norfolk.gov.uk).

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

We process many different types of information according to our retention policy. A brief summary of how long we keep things before they are destroyed:

- Statutory registers (e.g. planning decisions, approved plans, legal agreements) – forever
- Supporting documents, reports – 6 years for committee decisions, 4 years for officer decisions
- Representations, letters, general correspondence on Village Clusters document– up to 1 year after adoption of the new local plan.

### **Your rights**

Under Data Protection Legislation you may have the right to access, rectification, restriction, erasure, portability or objection of the processing of your personal data.

If you want to exercise any of the rights referred to above, please contact South Norfolk Council's Data Protection Officer at: [right2know@s-norfolk.gov.uk](mailto:right2know@s-norfolk.gov.uk).

You also have the right to lodge a complaint with the Regulator, the Information Commissioner's Office (the ICO):

T: 0303 123 1113

W. <https://ico.org.uk/global/contact-us/>

### **Further Information**

Details of the Council's main privacy notice can be found Data Protection page of our website: <https://www.south-norfolk.gov.uk/about-us/data-protection>

If you have general questions about data or privacy, please contact the Data Protection Officer E: [right2know@s-norfolk.gov.uk](mailto:right2know@s-norfolk.gov.uk).

If you have any queries about what has been published online in relation to the Village Clusters document, or you would prefer for something to not be disclosed, please contact the Place Shaping Team E: [LP@s-norfolk.gov.uk](mailto:LP@s-norfolk.gov.uk).

**Data Controller:** South Norfolk Council of

South Norfolk House  
Cygnet Court  
Long Stratton  
NR15 2XE

**April 2020**