

## **Long FPN – Applicants and Neighbours on Planning Applications**

### **Development Service - How we use your personal information**

At Cannock Chase District Council we take your privacy seriously and will only keep and use your personal information for reasons that the law requires or allows. Cannock Chase District Council is the data controller for the personal information we hold about you in relation to the planning and associated applications. In order to comply with data protection legislation we want to be sure you understand how we use this information.

The purposes for which your data will be used are:

1. To enable the processing of planning and associated applications and any subsequent appeals

We are able to do this because we have your consent to do so, legislation says we must do it and that it is in the public interest to do so. There are several pieces of legislation that apply to the processing of planning and associated applications. The main rules that set out how to process these applications are contained in:

- 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

This list is not intended to be exhaustive.

We may share your information as follows:

- Planning and associated applications are published on our website to enable other agencies such as statutory and non-statutory consultees and individuals interested in viewing and/or commenting on the application

We will redact signatures and telephone numbers before publishing online and can remove your email address on request. For those customers commenting on planning applications we do need your postal address to enable fair consideration of your comments.

Otherwise, we will only share your data if you ask us to, or if the law requires or allows us to.

We only keep this data for the time specified in our retention schedule or as required by law.

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

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Data protection law provides you with certain rights, however not all of these rights will be available to you in all situations, particularly where we process your information as part of one of our statutory duties. Where we are under a legal duty to use data for a particular purpose you will not have the right to prevent it being used in that way.

A full list of the rights you may have, under data protection law, is given in the 'Your Rights' section of this webpage.

For specific enquiries regarding personal data which we process you can contact the Information Manager at: [infomanager@cannockchasedc.gov.uk](mailto:infomanager@cannockchasedc.gov.uk) or Information Manager, Civic Centre, Beecroft Road, Cannock, WS11 1BG.

If you wish to complain about how your personal information has been handled by Cannock Chase Council then please contact the Information Manager in the first instance using the details above. If you are not satisfied you can submit a formal complaint to the Council via <http://www.cannockchasedc.gov.uk/council/about-council/customer-feedback-help-us-get-it-right>.

Finally you can complain to the Information Commissioner's Office at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Tel: 0303 123 1113 or you can visit their website at [ico.org.uk](http://ico.org.uk).

You can also find details of how we handle your personal information by visiting [www.cannockchasedc.gov.uk/DataProtection](http://www.cannockchasedc.gov.uk/DataProtection).

For any general enquiries you can contact the council by phone on 01543 462621, via email [customerservices@cannockchasedc.gov.uk](mailto:customerservices@cannockchasedc.gov.uk) or by writing to us at Civic Centre, Cannock Chase Council, Beecroft Road, Cannock, WS11 1BG.