



Development Management - Planning Services

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Judy Jones

Service Manager.

Email: devcontrol@wakefield.gov.uk

c) The Council's Data Protection Officer is the City Solicitor: Contact details:

Bernadette Livesey

Telephone: 01924 305211

Email: dpo@wakefield.gov.uk

2. How we use your data:

The Development Management Service needs to collect the following information about you.

- Name
- Address
- Email Address
- Telephone Number

The Development Management Service has obtained your personal data from:

- A. A result of consultation and/or contributor comments
- B. To respond to a request for advice and/or provide information regarding a planning related matter.
- C. To process and determine a planning submission you have made
- D. To process the Community Infrastructure Levy on your planning submission

We use this information to:

- A. Consider your contributor comments in respect of a planning submission
- B. Respond to your service request.
- C. To determine a planning application you have submitted or which has been submitted on your behalf.
- D. To advertise and consult upon your planning submission
- E. To process the Community Infrastructure Levy you have submitted or which has been submitted on your behalf

To enable us to provide our service to you we will share your information with:

- A. Technical consultees
- B. Case officers and/or decision makers.
- C. On the public planning register.
Note: You can elect to withdraw your contributor comments in writing prior to a decision being made, however any of the issues you put forward will not be taken into account in the decision making process.
- D. Display your contributor comments on Public Access.

Should you decide not to provide any of the information we request from you may result in us being unable to consider the observations you have made or respond to your request for a service.

3. What authority does the Council have to collect and use this information?

To fulfil its function as a Local Planning Authority

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 permanently as its forms part of the Planning Register. The reason for keeping information for this period of time to comply with the Town and Country Planning Act.

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Portability

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

6. Transfer of data outside the EU

None of the data relating to this data collection is transferred outside of the EU.

7. Automated decision making

None of the data collected for this purpose is subject to automated decision making.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.