



## Spatial Policy Privacy Notice

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](mailto: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:

Service Manager Planning and Transportation

Telephone: 01924 306417

Email: [spatialpolicy@wakefield.gov.uk](mailto:spatialpolicy@wakefield.gov.uk)

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

Telephone: 01924 305211

Email: [dpo@wakefield.gov.uk](mailto:dpo@wakefield.gov.uk)

### 2. How we use your data:

The Planning and Transportation Service needs to collect the following information about you:

Name

Address

Email address

Telephone number

First language

Company / Organisation / Agent details

The Planning and Transportation Service has obtained your personal data from you, the data subject, or your self-appointed representative, to provide their service:

We use this information to register your comments relating to Spatial Policy consultations and keep you informed of progress with these consultations relating to the Local Plan, Neighbourhood Plans, Supplementary Planning Documents and the Community

Infrastructure Levy; or to respond to any correspondence you have sent to us and keep a record of this correspondence.

To enable us to provide our service to you, where you have responded to a Spatial Policy consultation we will share your information with the Planning Inspectorate, Planning Inspector and Programme Officer.

We will not share your information where it relates to general correspondence.

Should you decide not to provide any of the information we request from you we cannot take account of your comments as part of the Spatial Policy consultation processes and keep you informed with their progress; or we will be unable to respond to your enquiry.

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

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 Controller under the following legislation: Town and Country Planning Act 1990; Planning and Compulsory Purchase Act 2004; Planning Act 2008; Localism Act 2011; Neighbourhood Planning (General) Regulations 2012 (as amended); Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended); Community Infrastructure Levy Regulations 2010 (as amended).

### **4. How long will we keep your data?**

We will keep your personal information collected for the purpose(s) detailed in section 2 until the Local Plan, Neighbourhood Plans, Supplementary Planning Documents and the Community Infrastructure Levy are superseded, after which time it will be deleted from our systems. The reason for keeping information for this period of time is to keep an audit trail of these processes.

### **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.

### **8. Further processing**

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

### **9. Public Process**

The preparation of Spatial Policy documents for Wakefield district is a public process and your comments cannot be treated as confidential; so will be made public for this purpose. Therefore, if you take part your name and answered may be displayed, but your address and contact details will not be publically displayed. However, your address and contact details may be shared with the Planning Inspectorate, Planning Inspector and Programme Officer, where necessary.