

Privacy Notice for Planning Services

Service description

We provide pre-planning advice, development management, planning enforcement, planning policy and heritage and local land charges service for the district of Canterbury.

Processing activity

The purposes for which your data will be used:

- Dealing with requests for pre-planning advice
- Dealing with applications for planning permission including receiving representations
- Alerting you to planning applications in your area
- Alerting you about planning policy consultations
- Receiving comments as part of consultations about planning policies and strategies
- Dealing with requests for information about local land charges
- Providing a planning enforcement service
- Making public such information as required by law

Information requirements

This information may include:

- Name, address, phone number, email address, signatures, log in name, password, financial information, special category information, comments in relation to a planning application or a consultation, responses to a planning enforcement matter.

Lawful bases

Our lawful bases for processing your personal information are:

- Carrying out of a contract to which you are a party (pre planning advice)
- Public task (in relation to our statutory duties)
- Legal Obligation (in relation to our statutory duties)
- Consent (joining our mailing list for consultations)
- Substantial Public Interest (relating to special category data)

Some planning enforcement processing may qualify as law enforcement processing under:

- Data Protection Act 2018 Part 3 Section 35(2)(b) and Schedule 8(1)

Your rights

Your rights depend on the lawful basis we are relying on. More information is [available here](#).

If your data is being processed for law enforcement purposes your rights are as follows:

- The right to access your data,
- The right to rectify your data,
- The right to have your data erased,
- The right to restrict the processing of your data,
- The right to make a complaint to the [Information Commissioner's Office](#) (ICO).

Data Processors

N/A

Data sharing

We may rely on a number of exemptions, which allow us to share information without needing to identify a lawful basis for the sharing and without needing to provide you with information about the sharing. Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

If you take part in a consultation your comments will be made available to the public, this includes your name and the name of your road or street. You should not put any information within the text of your comment that you are not happy for us to make public.

We share data with consultees on a statutory basis. We may also share information with the Planning Inspectorate.

Retention

We keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept for in accordance with our Retention Policy. All information will be held securely and disposed of confidentially.

Please refer to our Corporate Privacy Notice at www.canterbury.gov.uk/privacy for further details of how we process your personal information and your rights.