

# Privacy Notice for Planning Applications

## Why we are collecting your data

Lewes and Eastbourne Councils will use the personal information you provide for the purpose of assessing and processing your planning application. We will only collect the personal data from you we need in order to do so.

## What is the legal basis for processing the data?

The legal basis we rely on to process your personal data is article 6(1)(e) of the GDPR, which allows us to process personal data when this is necessary to perform our public tasks as local authorities. This is in line with planning legislation which takes the form of Acts of Parliament and Statutory Instruments – see below.

[Acts of Parliament](#)

[Statutory Instruments](#)

## Who will your information be shared with?

To ensure our record keeping is efficient and to be able to provide services quickly across Lewes and Eastbourne we hold your personal information in a centralised customer record.

## Submission of a Planning Application

Planning applications are held as a public register as required by the Development Management Procedure Order 2015. The information is also published in the Planning Portal on our website with the exception of:

- Personal contact details of the applicant e.g. telephone numbers, email addresses
- Signatures
- Personal sensitive information
- Information identified as confidential

If you are submitting supporting information which you consider as being confidential or wish to be specifically withheld from the Public Register, please bring this to our attention.

## Commenting on a Planning Application

It is our policy to publish comments received in relation to a planning application on our Planning Portal. Names and addresses of those commenting on an application are regarded as forming part of the statutory register and, as such, the councils have a duty to make this information available for public inspection (in accordance with the provisions of the Local Government Access to Information Act 1985) and will, therefore publish letters/comments received in connection with a planning application on our website and make copies available on the case file. The following information will be withheld:

- Personal contact details of the applicant e.g. telephone numbers, email addresses
- Signatures
- Personal sensitive information

- Information identified as confidential

We may disclose information to third parties where it is necessary to comply with a legal obligation.

Where we need to disclose sensitive information such as medical details to a third party, we will do so once we have obtained your explicit consent, or where we are legally required to. We may disclose information when necessary to prevent risk of harm to an individual.

The councils are required by law to protect the public funds they administer. We may use any of the information you provided for the prevention and detection of fraud. We may also share information with other bodies that are responsible for auditing or administering public funds, including the Cabinet Office.

The Cabinet Office requires councils to participate in data matching exercises to assist in the prevention and detection of fraud. Councils are required to provide particular sets of data to the Cabinet Office for this purpose and cannot refuse to hand over this data.

### **We will not**

- Use your information for marketing or sales purposes without your prior explicit consent.
- Send or store your data abroad
- Make decisions about you based on automated processing.

### **How long will we hold your data for?**

Planning applications will be kept permanently.

### **Your rights**

You are entitled to request a copy of any information about you that we hold.

If the information we hold about you is inaccurate you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to request that we stop, or restrict the processing of your personal data, in certain circumstances. Where possible we will seek to comply with your request, but we may be required to hold or process information to comply with a legal requirement.

You have the right to object to the processing of your personal data in certain circumstances. We may still be required to hold or process information if there are legitimate grounds for doing so.

We will not use your data to make automated decisions about you, or for profiling purposes.

If you are dissatisfied with how the councils have used your personal information you have a right to complain to the Information Commissioner's Office at [casework@ico.org.uk](mailto:casework@ico.org.uk)

**Contact details**

1 Grove Road, Eastbourne BN21 4TW

Email: [accesstoinformation@lewes-eastbourne.gov.uk](mailto:accesstoinformation@lewes-eastbourne.gov.uk)

**Identity of Data Protection Officer**

Data Protection Officer – Oliver Dixon