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**Service Area:** Planning and Regeneration  
**Work Area:** Development Management  
**Contact Details:** Planning Administration: planadmin@caerphilly.gov.uk  
**Privacy Notice Name:** Planning Application Processing - Applicants  
**Description of Privacy Notice:** This privacy notice will explain how Caerphilly County Borough Council will use the information provided by applicants during the processing of an application for planning permission

## How we will use your information

### Purpose and legal basis for using your information

#### Purpose of processing

Caerphilly County Borough Council will process your application for planning permission, your identity and contact details for the purpose of determining your application and providing you with a decision and any other associated documentation.

#### Legal basis for processing

There is a public task obligation to process your information as detailed by one of more of the following:

Town and Country Planning Act 1990  
Town and Country Planning (Development Management Procedure) (Wales) Order 2012  
Town and Country Planning (Control of Advertisements) Regulations 1992  
Planning (Listed Buildings and Conservation Areas) Act 1990  
Planning (Listed Buildings and Conservation Area) Regulations 1990  
Historic Environment (Wales) Act 2016  
Town and Country Planning (Crown Land Applications) Regulations 1995  
Planning (Hazardous Substances) Act 1990  
Planning (Hazardous Substances) Regulations 2015  
Town and Country Planning General Regulations 1992  
Town and Country Planning (General Permitted Development) Order 1995  
Environment Act 1995  
Land Compensation Act 1961  
Town and Country Planning (Trees) Regulations 1999  
Town and Country Planning (Inquiries Procedure) Rules 1992 as amended

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Act must be identified, which is outlined below:

1(e) 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.

In order for the processing of sensitive personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 9 must be identified, which is outlined below:

2(g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

## **Who will have access to your information**

### **Identity of Data Controller and Data Protection Officer**

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Ms Joanne Jones  
Corporate Information Governance Manager / Data Protection Officer  
Email: [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)  
Tel: 01443 864322

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.

### **Details of main users of your information**

Staff within the Council's Development Management Team and Administrative/Technical support staff will register your application, your identity and contact details for the purpose of determining your application and providing you with a decision and any other associated documentation.

The Council has a legal duty to make certain details relating to the planning application available as a public register; Caerphilly County Borough Council's Planning Register is held in an electronic format on the Council's website.

A copy of the planning application form, drawings and supporting documentation along with the Officer's report on the application, the decision document and any associated Section 106 Agreement or appeal decision will also be published on-line. Any signatures, personal telephone numbers and personal email addresses will be redacted before being made public along with any other sensitive personal information. A hard copy of the application, without redaction, will be held until the file is electronically scanned for document management purposes and can be made available for public inspection by third parties upon request.

### **Details of any sharing of your information within Caerphilly county borough council**

Departments within the Council who may be consulted on your application include Highways, Public Protection, Education, Housing, Land Drainage, Strategic & Development Plans, Community and Leisure Services, Parks and Open Spaces, Property Services, Countryside, Engineering Services, Economic Development, Council Tax/NNDR and Legal Services.

Your contact details may also be shared with the Corporate Finance Team for invoicing purposes or for arranging refunds of fees.

As planning application information is publicly available, it may also be used by other internal departments to assist them in carrying out their statutory duties. Examples of such departments are Building Control, Strategic and Development Plans, Council Tax/NNDR and Address Management.

### **Details of any sharing of your information with other organisations**

The Council may also consult with those bodies set out in Schedule 4 of the Town and Country Planning (Development Management Procedure) (Wales) Order 2012 as amended.

The Council will share information with The Planning Inspectorate if an appeal is received relating to the planning application.

### **Details of any external data processors**

Some historic planning applications are periodically scanned to a document management system by an external company. The Council will ensure that this processing is compliant with data protection principles and relevant agreements are in place.

On an annual basis, Planning Officers Society for Wales (POSW) commissions a company to undertake an online survey to gather customer feedback on the planning application process to review and improve services. On behalf of POSW, the Local Planning Authority will email you the link to the survey and will advise POSW of the number of emails sent but no personal details will be shared. The survey is completely anonymous, no personal data is captured and completion of the survey is optional.

### **Requests for information**

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

## **How long will we retain your information**

### **Details of retention period**

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

The Council holds records of planning applications from 1947 to the current date. Records are held in a variety of formats depending on the age of the application e.g. microfiche, electronic document management systems and paper format.

## **Your Rights (Inc Complaints Procedure)**

### **Your rights under the Data Protection**

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed

- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: [www.ico.org.uk](http://www.ico.org.uk).

To enact your rights please contact the service area detailed on the top of this form.

### **Complaints Procedure**

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

[www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints](http://www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints)

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# Summary Privacy Notice

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You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link:

[{Hyperlink to Full Privacy Notice on our website}](#)