

## **Data Protection Privacy Notice**

Service: Planning Strategy and Development Management

Team: Planning Policy

Processing activity: Processing responses to enquiries undertaken by the council regarding future housing and economic land supply

### **The Data Controller**

East Devon District Council's Planning Service

Address: Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

Contactable by emailing [csc@eastdevon.gov.uk](mailto:csc@eastdevon.gov.uk) or by calling 01404 515616.

### **The Data Controller's Representative**

Ed Freeman, Service Lead Planning Strategy and Development Management

Contactable by emailing [efreeman@eastdevon.gov.uk](mailto:efreeman@eastdevon.gov.uk) or by calling 01404 515616.

### **The Data Protection Officer**

Henry Gordon Lennox

Contactable by emailing [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk) or by calling 01395 517401.

### **Obtaining your personal information**

We have been provided with your personal information by you as a landowner, developer or agent in respect of the Strategic Housing Land Availability Assessment (SHLAA) or the Housing and Employment Land Availability Assessment (HELAA). Land ownership details may also be obtained from public planning applications and from the Land Registry. The details that we hold will be your name, contact details and information about land within your ownership.

### **Use of your personal information**

We are using your personal information for the purpose of collecting data in respect of the 5 year housing land supply and to update the district housing trajectory for the Local Plan and on the basis of public task and our regulatory obligations under the National Planning Policy Framework.

We are also using your personal information for the purpose of collecting data in respect of the Housing and Economic Land Availability Assessments which inform the plan-making processes for the Local Plan, including the selection of sites to be allocated for development. The HELAA results may also inform the preparation of other Development Plan Documents, including Neighbourhood Plans, in East Devon.

### **Who will receive or see my personal information?**

Your personal information will be available to be seen by those within the relevant service and within support services (such as the Legal and Finance Teams and third party payment handler) where necessary to carry out the purpose and will be provided to the following;

Responses will be published on the council's website. This may include your identity as a landowner but will not include contact details or any other personal information unless this is volunteered by you.

Your response may be provided to external consultants or panels, working on behalf of the council in connection with the Local Plan viability study and may be submitted as evidence

as part of planning appeals, inquiries or examinations. Your personal contact details will not be shared without consent.

Your personal information will be stored securely within our IT system and will not be accessible to anyone else, including other services within the Council, unless detailed above.

### **Retention**

All your personal information will be held by us only for as long as is necessary and then in accordance with any legal requirements imposed upon us and the Council's retention schedule. For more information please go to our website to view our [Retention schedule](#)

### **Transferring personal information outside of the EU**

Your personal information will not be transferred outside the EU or to any international organisations by the Council. It should be noted that the Council has no control over those accessing its online public registers nor what someone does with any information they obtain from them.

### **Your rights**

Whatever our use of your personal information you have the right of access to that personal information (this means confirmation that we are using your personal information, access to it as well as other detail) and the right to seek rectification if the information is inaccurate.

Because we are using your information on the basis of public task and legal obligation then you also have the following rights in respect of how we use your personal information;

Legal obligation – you have the right to data portability

Public Task – the right to object

Also, if you object to our use of your personal information and there is no overriding legitimate interest for us to continue using it or we have used your personal information unlawfully or it is no longer necessary for us to have the personal information, the right to erasure is also available to you.

Details on each of these rights and to how you exercise can be found on our website in the [Your Rights](#) pages.

### **Complaints**

If you are dissatisfied with the way the Council has used your personal information then you may wish in the first instance to make a complaint to the Data Protection Officer. This can be done by;

Writing to: Data Protection Officer, Information and Complaints, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

You can also email: [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk) or call 01395 517417.

Alternatively, or if you remain dissatisfied following your complaint to the Data Protection Officer, you may lodge a complaint with The Information Commissioner. The Information Commissioner is the UK's independent body set up to uphold information rights. The ICO can help and advise you on all matters relating to data protection.

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

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

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