

## Rugby Borough Council

# Privacy

### Development strategy

This privacy notice relates to Rugby Borough Council's development strategy services. It applies to information provided by post, email, telephone and online.

### The data controller

The data controller for the development strategy service is:

*Rugby Borough Council, Town Hall, Evreux Way, Rugby CV21 2RR, United Kingdom*

We will store the data in our computer and manual record systems and restrict access according to relevant policies and procedures.

### Personal data

The personal data we may hold includes: your name, address and contact details, signature, and role, along with any information you choose to give us.

We will use this data for the following purposes:

- To consult on strategic planning matters;
- To inform current or future planning policy;
- To inform the preparation and examination of neighbourhood plans;
- To inform the preparation, review or updating of Article 4 directions, Community Infrastructure Levy, Local Development Orders or such other planning documents the council may prepare from time to time;
- To prevent or detect fraud or other crime;
- To enable a matter to be considered at appeal, public inquiry, local plan examination, neighbourhood plan examination, judicial review or statutory challenge, where appropriate;
- To carry out enforcement activity related to our planning enforcement powers.

### Legal basis

The processing is necessary so that we can carry out our strategic planning functions.

Where you have told us that you would like us to keep you informed about a matter, data protection law describes this legal basis as **consent**.

Where the processing is necessary to fulfil the council's legal obligations, data protection law describes this legal basis as a **legal obligation**.

Where the processing is necessary to detect or prevent fraud or other crime, or in relation to our enforcement powers, data protection law describes this legal basis as **necessary for performance of a public task, or in the public interest**.

If you do not provide the information we ask for it may not be possible for us to consider your representations.

We may need to process Special Categories of personal information in order to assess any applicant-specific conditions. Where this is necessary, data protection law describes this exemption as being of **substantial public interest**.

### **Consent**

Where we are relying on your consent to process your personal information, for example to keep you informed of a matter you have previously told us that you wanted to hear about, you may opt out at any time by letting us know. We do not need your consent when we are processing your personal information in connection with our legal obligations or in the public interest.

### **Disclosure**

Rugby Borough Council may pass on your personal data to third parties for the purposes of detecting or preventing fraud or other crime, or if it is necessary to consider your representations. These organisations may include amongst others consultants instructed by us, other participants in local plan examinations, parish councils, Warwickshire County Council, the Environment Agency, Historic England, Highways England, Warwickshire Police, the Department of Work and Pensions, HMRC, the Planning Inspectorate, independent examiners, or any other organisation where we are required or permitted by law to share information.

Your records are held in a secure section of the council's information management system

**We may make representations you submit to us available for public inspection and/or publish them on our website.** When we publish your representations we will also publish your name. This is necessary because we cannot accept anonymous representations in line with Planning Inspectorate requirements and requirements of our Statement of Community Involvement (SCI). We will not, however, publish your other personal information such as your postal address or email address which will be redacted. However, in line with our SCI you will need to supply your name and address as we are unable to accept anonymous representations.

### **Retention period**

Rugby Borough Council will process your personal data for as long as is necessary to complete the plan making process or other process in respect of which you have submitted your representations to us. Representations submitted in response to a local plan consultation will remain on our website and be available for public inspection until at least six weeks after the date of adoption of the plan. In the case of representations submitted in response to a supplementary planning document (SPD), representations will remain on our website and available for public inspection until at least three months after the SPD is adopted.

The information may then be archived in the public interest and will be made available to the public on request.

### **Your rights as a data subject**

You have the right:

- to request a copy of the information that we hold about you;
- to correct data that we hold about you that is inaccurate or incomplete;

- in certain circumstances you can ask for the data we hold about you to be erased from our records;
- where certain conditions apply to have a right to restrict the processing;
- in some circumstances, to have the data we hold about you transferred to another organisation;
- to object to certain types of processing such as direct marketing;
- to complain if we refuse a request you may make using these rights and you are not happy with our reason.

We may refer any request you may make using these rights to another organisation, if they have been involved in processing your personal data.

### **Complaints**

If you are unhappy about how we are handling your personal data you can complain to the Data Protection Officer. You can also complain to the Information Commissioner's Office.

The details for each of these contacts are:

*Data Protection Officer, Rugby Borough Council, Town Hall, Evreux Way, Rugby CV21 2RR*

*Information Commissioner's Office, Wycliffe House, Wilmslow SK9 5AF, United Kingdom, casework@ico.org.uk, 01625 545745*

### **More information**

You can find more information about how we use personal information and your rights at [www.rugby.gov.uk/privacy](http://www.rugby.gov.uk/privacy).

This notice was last updated on 26 June 2024.