

# Development Management (Planning) Privacy Notice

Version 3 – 07 June 2018

## Who we are

We are the Development Management Service for London Borough of Islington Council. This privacy notice explains how we use information in the course of our work as a Local Planning Authority (LPA). This work includes:

- Providing Pre-application advice;
- Making planning, listed building and other related decisions;
- Responding to allegations of unlawful development;
- Monitoring development;
- Entering legal agreements, serving notices and promoting the best use of land;
- Engaging with PINS to facilitate the administration of appeals.

If you have questions about data or privacy contact our data protection officer at [dp@islington.gov.uk](mailto:dp@islington.gov.uk)

## How we get your information

We receive applicant information in two ways:

- Supplied to us directly (or via a planning agent acting on the applicant's behalf) via email/post;
- Supplied to us by a third party website that provides a transaction service. These include: Planning Portal & iApply.

We also receive comments, representations, allegations, payment details, questions, complaints and other correspondence via email, letter, phone and online via our website.

## What we do with your information

To allow us to make decisions on their applications individuals must provide us with some personal data (e.g. name, address, contact details). In a small number of circumstances individuals will provide us with "special category data" in support of their application (e.g. evidence of medical history, bank statements, utility bills, tenancy agreements).

We use the information provided to us to make decisions about the use of land in the public interest. This is known as a "[public task](#)" and is why we do not need you to "opt in" to allow your information to be used.

Some information provided to us we are obliged under the regulations to make available on planning registers. This is a permanent record of our planning decisions that form part of the planning history of a site, along with other facts that form part of the “land search”.

### How we share your information

We do not sell your information to other organisations. We do not move your information beyond the EU (due to locations of data servers). We do not use your information for automated decision making.

We will make details of planning applications available online so that people can review the submission and contribute their comments. We will sometimes need to share the information we have with the applicant or their agent, other parts of council, Greater London Authority (Mayor of London), The Planning Inspectorate, and statutory bodies.

### Redaction (‘blinking things out’)

We operate a policy where we routinely redact the following details before making application forms and documents available online:

- Personal contact details for the applicant - e.g. telephone numbers, email addresses;
- Names of third parties listed in Ownership Certificate B;
- Signatures;
- Special Category Data - e.g. supporting statements that include information about health conditions or ethnic origin;
- Information agreed to be confidential.

Sometimes we might decide it is necessary, justified and lawful to disclose data that appears in the list above. In these circumstances we will let you know of our intention before we publish anything.

If you are submitting supporting information which you would like to be treated confidentially or wish to be specifically withheld from the public register, please let us know as soon as you can - ideally in advance of submitting the application. The best way to contact us about this issue is to email at [planning@islington.gov.uk](mailto:planning@islington.gov.uk)

We do not publish the following documents online, however, these documents may be shared in an unredacted form with applicants, agents, Greater London Authority (Mayor of London), The Planning Inspectorate, Appeal Rule 6 parties, statutory bodies and other council departments:

- Comments received in relation to live or recently decided applications (email, letter, online).

## Retention ('how long we keep your information for')

We process many different types of information according to our retention policy. A brief summary of long we keep things before they are destroyed:

- Statutory registers (e.g. Decision Notices, approved plans and supporting documents listed on Decision Notice, legal agreements, Appeal Decisions, Enforcement Notices) – for ever.
- Committee and Delegated Reports – 11 years.
- Representations, letters, general correspondence – 2 years after Decision Issued.

## Complaints and problems

Making decisions on planning matters is a public task and you do not have the right to withdraw consent. However, if you think we have got something wrong or there is a reason you would prefer for something to not be disclosed please advise us by email at [planning@islington.gov.uk](mailto:planning@islington.gov.uk)

If you need to make a complaint specifically about the way we have processed your data, in the first instance you should contact Information Complaints by emailing [infocomplaints@islington.gov.uk](mailto:infocomplaints@islington.gov.uk). Or write to Information Complaints, Information Governance Team, Resources, 4th Floor, 7 Newington Barrow Way, Islington, N7 7EP

If we fail to respond properly you can direct your concerns to the [Information Commissioners Office](#).