



## Privacy Notice

### Development Management – Statutory & Non Statutory Functions

This privacy notice covers how Pembrokeshire County Council (as a Data Controller) will collect, use and share your personal data for the purposes of determining planning applications, administering the appeals process in conjunction with the Planning Inspectorate, responding to statutory and non-statutory pre-application enquiries and permitted development enquiries, responding to screening and scoping opinions and investigating potential enforcement matters.

#### **Why we need your information (purpose of processing)**

We collect and use your personal information so that we can deal with your application/appeal/query.

*(If you are making an objection or representation then your personal data will be used to deal with the application which you are objecting to or making representations about. For further details in this regard, please see the separate Development Management – Third Party Representations Privacy Notice).*

Personal information received will be held in the Departmental systems and where those documents are published to the web, they will be subject to GDPR requirements and our document retention policy. The information that you provide will be processed according to the General Data Protection Regulation 2016, the Data Protection Act 2018 and Town and Country Planning Act 1990, Planning (Listed Buildings and Conservation Areas) Act 1990 and Planning (Wales) Act 2015.

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud/crime or auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information will be shared with our Audit Service within Pembrokeshire County Council and with The Auditor General for Wales.

We will not make any disclosures to third parties for marketing purposes.

Your data will be secure and confidential at all times and we will only collect the personal information that is required to provide you with our service.

#### **What personal data are being collected?**

The categories of personal data being collected are:

- names;
- contact details;
- addresses;
- location data.

#### **What is our legal basis for processing your personal data?**

The General Data Protection Regulations (GDPR) requires specific conditions to be met to ensure that the processing of your personal data is lawful. These relevant conditions are below:

Article 6 (1)(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

### **Who will we share your information with?**

We may need to share your personal data with internal departments, other organisations and third parties, this may include:

- Other Sections within the Planning Division, Legal Dept., Committee Services, Revenues & Benefits, external bodies including the Planning Inspectorate, the Valuation Office and the Land Registry.

Pembrokeshire County Council has a duty to protect the public fund it manages. Therefore, the information that you have provided to us may be used for the prevention and detection of fraud and for auditing purposes both internally and externally.

### **How long do we keep hold of your information?**

Pembrokeshire County Council will only keep your information for as long as is necessary, we will retain the information provided to us the time as indicated in the Development Management Document Retention report and your information will be securely disposed of once it is no longer required.

### **Your Rights**

Under the General Data Protection Regulation 2016 and Data Protection Act 2018, you have rights as an individual including:

- The right to **Rectification** – you have the right to ask to have your information corrected.
- The right to **Restrict** processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **Object** – this is not an absolute right and will depend on the reason for processing your personal information.
- The right of **Access** – you have the right to ask us for copies of your personal data. To make a request, please contact:  
Access to Records  
Pembrokeshire County Council  
County Hall  
Haverfordwest  
SA61 1TP

Email: [acesstorecords@pembrokeshire.gov.uk](mailto:acesstorecords@pembrokeshire.gov.uk) Telephone: 01437 775798

### **Complaints or Queries:**

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer  
Pembrokeshire County Council  
County Hall  
Haverfordwest  
SA61 1TP

Email: [dataprotection@pembrokeshire.gov.uk](mailto:dataprotection@pembrokeshire.gov.uk)

Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

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

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

Telephone No: 0303 123 1113

**Our Contact Details as Data Controller are:**

Pembrokeshire County Council, County Hall, Haverfordwest, Pembrokeshire, SA61 1TP.

Telephone number: 01437 764551 or [enquiries@pembrokeshire.gov.uk](mailto:enquiries@pembrokeshire.gov.uk)

Our Data Protection Officer's information is detailed above in the Complaints and Queries section.

**Changes to this privacy notice:**

We keep our privacy notice under regular review.