

Planning Policy Consultee Database - Privacy Notice

Portsmouth City Council is a registered Data Controller (Registration Number Z5578313) and seeks to meet the highest standards when collecting and using personal information in accordance with data protection law. This privacy notice tells you about how Portsmouth City Council collects and uses personal information in relation to Planning Policy consultations including the Portsmouth Local Plan.

What information do we collect?

We collect and use personal information of consultees, such as stakeholders, statutory bodies, community bodies and private individuals, in order to comply with our statutory obligations to consult on the Portsmouth Local Plan and other planning policy matters. [National planning policy](#) requires local plans to be drawn up by the local planning authority in consultation with the community. The [Regulations](#) relating to local plans in England list a number of general and specific consultation bodies that must be consulted as part of preparing a local plan.

The types of consultee information that we process are:

- Personal identifiers and contacts such as name, contact details and address.
- Type of consultee such as individual residents, landowners, developers and agents).
- Preferred method of contact either by email or letter.
- The types of Planning Policy topics to be consulted or be updated on such as the Portsmouth Local Plan and/or supplementary planning documents.

Why do we collect your information?

Portsmouth City Council collects personal information to:

- Keep a list of individuals who have consented to have their details recorded.
- Keep a list of generic contact information for general consultation bodies such as local voluntary groups and specific consultation bodies such as the Environment Agency

How we use your information

Portsmouth City Council uses personal information to:

- Contact individuals to advise them of planning policy consultations.
- Contact specific groups of consultees only for certain subjects, for example we will contact landowners, developers and agents as part of a call for sites asking them to put forward possible developments sites for consideration.
- Contact individuals and consultees to advise them of planning policy news/events.

How do we keep personal information secure?

Portsmouth City Council ensures that your personal data is kept secure through the use of technical security measures for all our IT systems. We ensure that only employees who should have access to personal data can do so and this is managed through comprehensive training, regular checks and validation. Anyone that processes personal data on our behalf, such as repairs contractors, are governed by specific contracts to ensure that they do so securely and only for the purposes set out by Portsmouth City Council

How long do we keep hold of personal information?

Records will not be kept for any longer than necessary. Full information regarding retention periods for the different types of data can be found on our [corporate retention schedule](#).

Access to personal information

You have the right to know if Portsmouth City Council holds any personal information relating to you. You can do this by making a 'Subject Access Request' using the information in the 'How to contact us' section or by [going to our Freedom of Information page](#).

You will usually be entitled to see all of the data held about you but may not be entitled to see confidential information about other people.

Sharing or disclosing personal information

We do not share or disclose personal data held with any outside parties. The data held is administered and monitored only by PCC staff.

Any data that is shared in-house or with outside bodies would be respondent's comments resulting from the consultation process.

Respondent's comments will be visible to the public, but no address or contact details are shown.

Complaints or queries

If you have a complaint or query about how we collect and use personal information, if you would like a change to be made to your record or want to object to processing of your information, please contact us using the information in the 'How to contact us' section below.

If you would like to make a complaint or are not satisfied with the responses you have received from us after making a request, please contact:

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

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

Changes to this privacy notice

This privacy notice was last updated on 9th March 2023.

How to contact us

If you would like to request details of our Corporate Data Protection Privacy Notice please visit the [Portsmouth City Council Website](#). If you require further information about how we collect and use personal information, you can contact:

Data Protection Officer,
Customer, Community & Democratic Service,
Portsmouth City Council
Civic offices,
Portsmouth,
PO1 2AL

Email: Dataprotection@portsmouthcc.gov.uk

Telephone: 023 9282 2251