

# Privacy Notice

## Planning Service



**This Privacy Notice is designed to help you understand how and why Ryedale District Council's Planning Service processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).**

### Who are you?

Ryedale District Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). As the Local Planning Authority we are required to fulfil certain statutory functions such as:

- Making decisions and providing advice on planning applications,
- Making local planning policies,
- Working with neighbourhoods on their plans,
- Working with neighbouring authorities on strategic policies,
- Responding to allegations of unlawful development,
- Monitoring development,
- Entering in to legal agreements, serving notices and promoting the best use of land.

The Council has appointed **Veritau Ltd** to be their Data Protection Officer. Their contact details are:

Data Protection Officer  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL  
[DPA@ryedale.gov.uk](mailto:DPA@ryedale.gov.uk) // 01609 53 2526

### What Personal Data of mine do you collect?

We get application information in two ways – it is supplied to us directly (or via a planning agent on their behalf) or we receive it from a third party website that provides a transaction service. These include:

- The national Planning Portal
- iApply (an alternative route to the planning portal)

The data processed will include:

- Names, address, contact details of the applicant and any affiliated agents,
- Information about the proposed development and existing site,
- Details, including certification, of the land owner,
- Details about any payments made to the Council,
- Commercially and/or financially sensitive information (only if required),

Although the Planning Service doesn't routinely collect special category data it is recognised that on occasions it may process details about an individual's medical condition if relevant to the application process (for example building adaptations or exemption to required planning fees).

We also receive comments, representations, allegations and questions via email, letter, telephone and via our website.

### **What is the purpose of collecting my Personal Data?**

The Planning Service uses personal data so that it can fulfil its statutory functions (as above) and consider planning decisions including, but not necessarily limited to:

- Planning applications,
- Listed building consents,
- Notifications,
- Tree Preservation Orders,
- Advertisement consents,

### **Who do you share this data with?**

We are required to make details of applications available online so that people can contribute their comments. We operate a policy where we routinely redact the following details before making forms and documents available online:

- Personal contact details for the applicant - e.g. telephone numbers, email addresses
- Signatures
- Special Category Data - e.g. supporting statements that include information about
- health conditions or ethnic origin
- Information agreed to be confidential

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 [dm@ryedale.gov.uk](mailto:dm@ryedale.gov.uk)

We are also required to ask other organisations to provide their professional opinions regarding proposed developments. These are known as statutory consultees and could include organisations such as the County Council, the Environment Agency, or Parish/Town Councils. These organisations will have access to the same information as above.

We will also sometimes need to share the information we have with other parts of the council-for example to establish how long a building has been used as a dwelling.

We also send out a follow-up "how did we do?" survey to a sample of people using our service to see how we can improve it.

### How long do you keep this data for?

Data held	Retention period
<b>Statutory Registers</b> incl. Planning decisions, enforcement notices, tree preservation orders, and legal agreements (Such as Section 106 agreements).	Indefinitely
<b>Supporting Documents and Reports and General Correspondence</b> incl. representations and letters	Six years Everything is scanned on the file and the paper file destroyed
Some information will be kept, in an anonymous format, by the department for the purposes of research and planning – for example technical specifications.	

### What is your lawful basis for processing this data?

The Council processes your personal data, in regards to planning, as it is considered to be in the Public Interest and because the Council is bound by certain legal obligations.

Where the Council has to process certain special categories of personal data it does so as it is considered to be of substantial public interest. This is in pursuance with Schedule 1, Section 2 (6) of the Data Protection Act 2018 which states that processing is necessary in accordance with an enactment or rule of law.

The legislative texts that the Council relies on includes the Town and Country Planning Act 1990 (as amended) and any regulations made there under.

**For more information about how the Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).**