

## Planning Policy Privacy Notice

Previously, as part of providing a good service to our customers, we have sent out mailings in relation to public consultations or notifications on our planning policy documents, such as the Local Plan or a Neighbourhood Plan.

On 25 May 2018, new data protection regulations came into force which set out clear obligations on organisations that hold and handle personal data. The changes to the regulations mean that we cannot send you any mailings in relation to public consultations or notifications on our planning policy documents without you giving us consent to do so. Therefore to receive mailings from us you need to opt-in to one or more of our 'areas of interest'.

This privacy notice sets out how your personal data will be used and by whom, if you opt-in to any of our 'areas of interest' and therefore give us consent to use your personal data to send you future mailings in relation to public consultations or notifications on our planning policy documents.

### Who is responsible for holding your personal data?

South Cambridgeshire District Council at South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA and Cambridge City Council at Cambridge City Council, PO Box 700, Cambridge, CB1 0JH are the data controllers responsible for holding your personal data.

The Data Protection Officer is the Information Governance Manager at 3C Shared Services, who can be contacted by post: Information Management Team, 3C ICT, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA or by emailing [Infogov@3csharedservices.org](mailto:Infogov@3csharedservices.org).

3C Shared Services is a strategic partnership between Cambridge City Council, Huntingdonshire District Council and South Cambridgeshire District Council.

### **How will your personal data be held?**

Your personal data will be held in our consultation databases and will be used by the Greater Cambridge Shared Planning Service (a shared service for South Cambridgeshire District Council and Cambridge City Council) to carry out mailings in relation to public consultations or notifications on our planning policy documents.

### **How will your personal data be used?**

Your personal data will be used by the Greater Cambridge Shared Planning Service to carry out mailings in relation to public consultations and notifications on our planning policy documents. We will let you know of public consultations and any other notifications in relation to the 'areas of interest' that you have opted-in to, and therefore given us consent to contact you about.

Will any of my personal data be shared with others?

Your personal data will be used by the Greater Cambridge Shared Planning Service to carry out mailings in relation to public consultations and notifications on our planning policy documents.

South Cambridgeshire District Council and Cambridge City Council share the responsibility for the preparation of Neighbourhood Plans with the relevant Parish Councils or Neighbourhood Forum. If you opt-in to being notified about one or all of our Neighbourhood Plans, we will share your personal data with the relevant Parish Councils or Neighbourhood Forum for that Neighbourhood Plan so that where they are the responsible authority they can notify you.

## How long will my personal data be kept?

We will review the personal data that we hold for mailings every two years to ensure that our mailing lists remain current, and therefore for us to continue to hold your personal data after the point of review, you will need to re-confirm your preferences when we write to you. You can opt-out of us holding your personal data for mailings at any time.

## What are my rights?

You have the right to have a copy of what is held about you, this is called a Subject Access Request. If you would like to make a formal Subject Access Request, please write to the Information Governance Team, 3C ICT, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA or email [Infogov@3csharedservices.org](mailto:Infogov@3csharedservices.org). If any of your personal data that we hold is inaccurate, you have the right to have it corrected.

You can view your own personal data that we hold on our consultation databases at any point by logging into your record(s) on the consultation databases. You can also login to the consultation databases to update your details at any time. For this your account(s) on our consultation databases will need to include an email address, as this is your unique identifier to allow you to login.

## Consultation databases:

- [South Cambridgeshire District Council consultation database](#)
- [Cambridge City Council consultation database](#)

If your account(s) on our consultation databases do not include an email address, you will need to contact the Greater Cambridge Shared Planning Service to request a copy of your personal data that we hold on the consultation databases or to update your details:

By email: [Ldf@scambs.gov.uk](mailto:Ldf@scambs.gov.uk) or [Polycysurveys@cambridge.gov.uk](mailto:Polycysurveys@cambridge.gov.uk); or  
by post: South Cambridgeshire Hall, Cambourne Business Park, Cambourne,  
Cambridge, CB23 6EA or Cambridge City Council, PO Box 700, Cambridge, CB1  
0JH.

### **Can I opt-out in future? How do I opt-out?**

If you change your mind and no longer wish to receive mailings from us in relation to public consultations and notifications on our planning policy documents, you can opt-out at any time either by deselecting any of your 'areas of interest' using the consultation databases (links above) or by writing to the Greater Cambridge Shared Planning Service:

By email: [Ldf@scambs.gov.uk](mailto:Ldf@scambs.gov.uk) or [Polycysurveys@cambridge.gov.uk](mailto:Polycysurveys@cambridge.gov.uk); or  
by post: South Cambridgeshire Hall, Cambourne Business Park, Cambourne,  
Cambridge, CB23 6EA or Cambridge City Council, PO Box 700, Cambridge, CB1  
0JH.

The consultation databases will allow you to permanently delete your account(s) and therefore all your personal data, provided that there are no representations attached to your account(s). Where you have made representations, we will retain your representations made with the associated personal data for fifteen years from the date of adoption of that planning policy document.

### **Can I make a complaint about how my data is held?**

We hope this privacy notice provides you with a clear explanation of what we do with your personal data and why, however if you have any queries or concerns please contact the Greater Cambridge Shared Planning Service directly in the first instance:

By email: [Ldf@scambs.gov.uk](mailto:Ldf@scambs.gov.uk) or [Polycysurveys@cambridge.gov.uk](mailto:Polycysurveys@cambridge.gov.uk); or  
by post: South Cambridgeshire Hall, Cambourne Business Park, Cambourne,  
Cambridge, CB23 6EA or Cambridge City Council, PO Box 700, Cambridge, CB1  
0JH.

Alternatively you can take your concerns to:

The Data Protection Officer by email: [Infogov@3csharedservices.org](mailto:Infogov@3csharedservices.org) or by post:  
Information Governance Manager, 3C ICT, South Cambridgeshire Hall, Cambourne  
Business Park, Cambourne, Cambridge, CB23 6EA

The Information Commissioner who oversees Data Protection and Freedom of  
Information. Information on what they do and how to contact them.

The Councils via [South Cambridgeshire District Council's complaints process](#) and  
the [City Council's complaints process](#).

## **Representations on Planning Policy documents**

On 25 May 2018, new data protection regulations came into force which set out clear obligations on organisations that hold and handle personal data. This privacy notice sets out how your personal data will be used and by whom, if you make or have previously made comments (known as representations) through one of our public consultations on one or more planning policy documents, such as the Local Plan or a Neighbourhood Plan.

## **Who is responsible for holding your personal data?**

South Cambridgeshire District Council at South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA and Cambridge City Council at Cambridge City Council, PO Box 700, Cambridge, CB1 0JH are the data controllers responsible for holding your personal data.

The Data Protection Officer is the Information Governance Manager at 3C Shared Services, who can be contacted by post: Information Management Team, 3C ICT, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA, by emailing [Infogov@3csharedservices.org](mailto:Infogov@3csharedservices.org).

3C Shared Services is a strategic partnership between Cambridge City Council, Huntingdonshire District Council and South Cambridgeshire District Council.

### **How will your personal data be held?**

Your personal data will be held along with your associated representation(s) in our consultation databases and will be used by the Greater Cambridge Shared Planning Service (a shared service for South Cambridgeshire District Council and Cambridge City Council). We also securely store paper and electronic copies of representations.

### **How will your personal data be used?**

During the preparation of planning policy documents, we are required through national legislation, regulations and guidance to undertake public consultation at one or more stages, and to allow representations to be submitted to the Councils. For many of these consultations, a representation can only be considered to be valid if you (the respondent(s)) and your agent (if you choose to use one), provide us with some personal data such as your name, organisation (if applicable), postal address, and email address so that we can contact you in relation to your representation.

Your personal data will therefore be used by the Greater Cambridge Shared Planning Service to process your representation(s) or contact you in relation to your representation(s) as required through national legislation, regulations and guidance.

## Will any of my personal data be shared with others?

Representations, including names, are published on our website. Before we publish any representations on our website we redact ('blank out') the following details:

personal contact details for you (the respondent(s)) and your agent such as addresses, email addresses, and telephone numbers;

signatures; and

sensitive personal data identified as special category data as defined in the Data Protection Act 2018.

Full representations, including personal data such as addresses and email addresses are publicly available to view on request at the Councils' offices and may be subject to Freedom of Information requests.

Your personal data will be used by the Greater Cambridge Shared Planning Service to process your representation(s) or contact you in relation to your representation(s) as required through national legislation, regulations and guidance. We will share your personal data with the Inspector(s) and Programme Officer(s) appointed to undertake any examinations in accordance with legal requirements. We may also share your personal data with consultants or legal advisers appointed by the Councils to undertake specific projects or to provide advice during the plan making process.

South Cambridgeshire District Council and Cambridge City Council share the responsibility for the preparation of Neighbourhood Plans with the relevant Parish Councils or Neighbourhood Forum. We will share your personal data with the relevant Parish Councils or Neighbourhood Forum for that Neighbourhood Plan where necessary as required through national legislation, regulations and guidance. Where necessary, we will also share your personal data with the examiner appointed to undertake the examination of the Neighbourhood Plan in accordance with legal requirements.

## How long will my personal data be kept?

We will retain representations made with the associated personal data for fifteen years from the date of adoption of a planning policy document. This is in accordance with legal requirements and the Councils' Retention Policy.

## What are my rights?

You hold the following rights with regard to the personal data you provide us.

- You have the right to have a copy of what is held about you, this is called a Subject Access Request. If you would like to make a formal Subject Access Request, please write to the Information Governance Team, 3C ICT, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA or email: [Infogov@3csharedservices.org](mailto:Infogov@3csharedservices.org). If any of your personal data that we hold is inaccurate, you have the right to have it corrected. You can view your own personal data that we hold on our consultation databases (South Cambs and City Council) at any point by logging into your record(s) on the consultation databases. You can also login to the consultation databases to update your details at any time. For this your account(s) on our consultation databases will need to include an email address, as this is your unique identifier to allow you to login.

If your account(s) on our consultation databases do not include an email address, you will need to contact the Greater Cambridge Shared Planning Service to request a copy of your personal data that we hold on the consultation databases or to update your details:

By email: [Ldf@scambs.gov.uk](mailto:Ldf@scambs.gov.uk) or [Polcysurveys@cambridge.gov.uk](mailto:Polcysurveys@cambridge.gov.uk); or

by post: South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA or Cambridge City Council, PO Box 700, Cambridge, CB1 0JH.



- The Right to Rectification: you have the right to have any inaccurate or incomplete personal data rectified.
- The Right to Erasure (once consent has been withdrawn).
- The Right to object to us processing your personal data where you have an objection on "ground relating to your particular situation".
- The Right to Restriction - You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected, or if withdrawal of consent has been made.
- The Right to Data Portability - You have the right to request your personal data you have provided to us to be supplied in a structured, commonly used and machine readable format (for example, CSV). You may request that this information is supplied directly to another data controller on your behalf.

## Can I opt-out in future? How do I opt-out?

Processing representations made on planning policy documents is a statutory duty (public task) as laid out in [national planning regulations](#), which means that the processing and retaining of personal data is required to comply with those regulations.

However, if you decide that you do not wish to be contacted by us in relation to your representation(s), you should let us know this by writing to the Greater Cambridge Shared Planning Service:

- By email: [Ldf@scambs.gov.uk](mailto:Ldf@scambs.gov.uk) or [Polycysurveys@cambridge.gov.uk](mailto:Polycysurveys@cambridge.gov.uk); or
- By post: South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA or Cambridge City Council, PO Box 700, Cambridge, CB1 0JH.

## Can I make a complaint about how my data is held?

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- By post: South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA or Cambridge City Council, PO Box 700, Cambridge, CB1 0JH.

Alternatively, you can take your concerns to:

- The Data Protection Officer by email: [Infogov@3csharedservices.org](mailto:Infogov@3csharedservices.org) or by post: Information Governance Manager, 3C ICT, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA
- The [Information Commissioner](#) who oversees Data Protection and Freedom of Information. Information on what they do and how to contact them.
- The Councils via [South Cambridgeshire District Council's complaints process](#) and the [City Council's complaints process](#).