

## Service Area and contact details

<b>Service Area:</b>	Regeneration Investment & Housing
<b>Contact Details:</b>	ldp.consultation@newport.gov.uk
<b>Privacy Notice Name:</b>	Planning Policy

## Source and categories of information being processed

This section is only relevant if personal data has been obtained from a source other than yourself (the data subject).

### Newport City Council has obtained the following categories of your personal data:

We collect the following types of personal data about you to deliver this service:

Name

Your address and other contact details

Land ownership and values of land, when we need to assess its viability

Any other information that is relevant to a site, such as access, infrastructure etc.

### We have obtained your information from:

You directly or an agent working on your behalf

## Purpose and legal basis for using your information

Here, we will explain the reason why we have collected your personal data and the reasons for processing.

### Our legal basis for processing your information:

We have a legal duty to process your personal information

### Further details about our legal basis for using your information and the purpose of processing:

The information we collect about you in Planning Policy Team will be used to assist with the preparation and formulation of planning policy such as the Replacement Local Development Plan (RLDP). The RLDP process involves the submission of representations from individuals/organisations about the use/proposed use of land.

The legal basis for the processing of your information is to comply with our legal obligations under the Town & Country Planning Act 1990, the Planning (Compulsory Purchase) Act 2004 and the Planning (Wales) Act 2015.

When you make a representation, these are published on our website and can therefore be accessed online. The personal data we publish is comprised of your name and information about your interest in relation to the LDP and the land in question.

### The right to withdraw consent

If we are relying on your consent to process your data, you have the right to withdraw your consent to this processing at any point. To do so, please contact the person named at the top of this privacy notice.

**You must provide us with the information we need to deliver the service, if there is either:**

- a) A contractual obligation to do so, or
- b) A statutory obligation to do so.

*(Only relevant if the lawful basis for processing is the performance of a contract or Public*

**The consequences of not providing the information are as follows:**

We would be unable to complete our statutory duty to prepare and formulate planning policy including the Replacement Local Development Plan.

**Special Category Data**

*(Only relevant if special category data is being processed)*

Sometimes we process special category which is afforded more protection under the Data Protection Act. This is because special category data is deemed to be more sensitive. If we are processing your special category data then we need to establish a further lawful basis for processing, and we have highlighted this below:

We have your explicit consent

**Automatic decision making/profiling**

*(Only relevant if we are making an automated decision on a data subject)*

Sometimes we use computers or technology to help us make decisions about the service we offer you. Below are the details of what decision making or profiling systems we have used, and how the decision was made:

Not applicable

**Who will have access to your personal information?**

**Newport City Council** is the data controller and the Data Protection Officer is:

Digital Services Manager

Email: [information.management@newport.gov.uk](mailto:information.management@newport.gov.uk)

Tel: 01633 656656

Other data controllers may also be responsible for your information, depending on the specific circumstances. Please contact the service area for further information.

**The main users of your personal information are:**

The main users of this information is the Planning Policy Department of Newport City Council.

**We may share your information within Newport City Council:**

To deliver this service, we collect personal data from you but in some cases we also consult with our Planning colleagues in Development Management and Building Control to look at information contained in Planning and Building Regulations applications.

We also consult with other Council Services to get information that is relevant in relation to the formulation of planning policy. Information may be shared with other departments within the Council:

Building Control  
Green Services  
Education  
Housing  
Regeneration  
City Services  
Council Tax  
Waste

**We may share your information with other, external organisations:**

To deliver this service, we collect personal data from you but in some cases we also employ external consultants or government department to assist with the formulation and preparation of planning policy.

These departments include:

Natural Resources Wales (NRW), Glamorgan Gwent Archaeological Trust, Welsh Government, Cadw, Other Local Authorities, Health Board, Police and Fire Services, Sports Council for Wales, Utilities – Dwr Cymru, Western Power, West and Welsh, Transport for Wales And Sustrans.

**Sometimes we use the specialist help of other organisations/companies to process your data on our behalf. These companies are known as ‘data processors’. In processing your data, we use the following data processors:**

We will store your data on a third party software system - Uniform provided by idox. Newport City Council is the data controller.

**Details of any international transfers of your personal information:**  
*(if applicable)*

Not applicable

Requests for information

**All recorded information held by Newport City Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act.**

If you would like to request a copy of the personal information that we hold about you, you can request to have a copy of our **Personal Information Request Form** here:

[Information.management@newport.gov.uk](mailto:Information.management@newport.gov.uk)

If you would like to submit a Freedom of Information Request/Environmental Information request to us, you can submit your request to us here:

[www.newport.gov.uk/FOI](http://www.newport.gov.uk/FOI)

Your Rights

**The Data Protection Act gives you a number of rights. Please note that not all of these rights are absolute and we will need to consider your request upon receipt. You have the right to request:**

- a) to have you data rectified if it is inaccurate or incomplete;
- b) to have your data erased;
- c) to restrict the processing of your data;
- d) to exercise your right to data portability;
- e) to object to the processing for the purposes of direct marketing, profiling and automated decision making.

**In all instances, please submit your request to:**

[information.management@newport.gov.uk](mailto:information.management@newport.gov.uk)

### **Complaints Procedure**

If you are unhappy with the way Newport City Council is using your data, you have the right to complain to us. If you would like to do this, please contact us by sending an e-mail to this address;

[Information.management@newport.gov.uk](mailto:Information.management@newport.gov.uk)

If you are not content with the subsequent outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the Councils complaints procedure. The Information Commissioner can be contacted at:

The Information Commissioners Office,  
Wycliffe House, Water Lane,  
Wilmslow,  
Cheshire  
SK9 5AF.

How long will we retain your information?

### **Details of retention period**

We will retain your information in line with our Information Retention and Disposal Policy and will keep your information only for as long as it is needed, after which it will be deleted or destroyed.