Newport City Council

Privacy Notice

Service Area and contact details	
Service Area:	Regeneration Investment & Housing
Contact Details:	Planning @newport.gov.uk
Privacy Notice Name:	Planning & building control (development management) Privacy Notice

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:

Newport City Council has obtained the following categories of your personal data:
Contact Details (name, address, tel no, email etc)
Information submitted to support application
Financial Information

We have obtained your information from:

This information has been shared with Newport City Council by another organisation as detailed below
Planning Portal
Partner Building Control Authorities – includes any Welsh or English Local Authority who is a member of the LABC Partner Authority Scheme

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:

To comply with our legal obligations under the Town and Country Planning Act 1990
For further details on the statutory and legal acts we rely on to process the data please contact the email at the top of the notice

Processing is necessary for the performance of a public task.

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.

(Only relevant to consent based processing)

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 duty/task obligation)

The consequences of not providing the information are as follows:

If the information is not provided we would be unable to process your application.

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
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:

Technical Support Staff, Planning Officers and Building Control Surveyors , Regeneration Investment and Housing, Newport City Council.

We may share your information within Newport City Council:

These are the departments we may share your data with internally:

Law and Standards
Highways
Public Protection
Housing
Education
Council Tax
Countryside
Tourism, Leisure and Culture
Estates
Planning Policy
Social Services
Internal Audit
Urban Regeneration
Active Travel Co-Ordinator

Tourism
City Services

We may share your information with other, external organisations:

These are the agencies/ organisations we share your data with externally:

Your legal representatives
Building Control partner authorities
Government Law Enforcement Agencies e.g. with the Police under the Prevention or Detection of Crime Act.
The Council will share information with The Planning inspectorate if an appeal is received relating to the planning application.

Any information shared with the above will be carried out in accordance with the Information Commissioner's Office Data Sharing Code of Practice

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:

Planning Portal

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

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

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

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

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