

This is Gloucester City Council's HELAA Privacy Notice

Note: The HELAA process is part of the Strategic and Local Plan (SLP) a joint plan between Gloucester City Council, Cheltenham Borough Council and Tewkesbury Borough Council (now North Gloucestershire District Council).

For the purposes of data collection, management and usage, North Gloucestershire District Council is the nominated SLP Authority and thus all information is processed in accordance with North Gloucestershire's data protection policy.

Why we collect information about you:

The council have a statutory obligation put forward by the Housing and Planning Act 2008 for councils to establish what land is available to them for development through the plan making process. We collect the personal information of those who submit their site to the council so that we are able to contact them.

What information do we collect about you?

1. Contact information of the landowner and planning agent.
2. Site information that we collect is around the location, size and availability of the site.

Who do we share the information with?

1. The information that you provide can be separated into two types of data a) personal data b) data that relates to your response.
2. Your personal information will not be shared outside of the council and we will only use this information to contact you regarding your submission.
3. Your site information will be published on the council's website and be publicly available to share. You will be contacted periodically to ask if you are still promoting your site to the assessment and requesting any updates on your site for example ownership, planning permissions or anything you think the council should be made aware of.

Is any information transferred to or stored on servers based outside the European Union?

The information is stored on servers based in the UK.

How long do we keep your information?

Information is kept in line with the planning policy retention schedule.

1. Your personal and site information is retained by the council and is reviewed on an annual basis.
2. Your site information will appear on the council's website within the report until the next publication.
3. We will remove your site and personal information upon request.

4. You will be contacted periodically to ask if you are still promoting your site to the assessment and requesting any updates on your site. If no response is received then your site and personal data will be removed.

Who do we collect information from?

We collect the information from landowners and planning agents who are submitting their site through the plan making process.

What are the consequences if we do not collect the data?

If we do not collect this information the council is going against its statutory planning obligation to keep a record of sites that would be suitable for development. This also means that we would not be able to contact the land promoter annually to ensure that the information is correct, up to date and that they still wish for the council to hold their information.

Are any decisions about you made by automatic means?

No automated decisions are made about you, the suitability of your land will be assessed against the agreed methodology.

Your rights as a data subject

By law, you have a number of rights as a data subject, and this does not take away or reduce these rights.

These rights are:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

All information is processed in accordance with North Gloucestershire District Council’s data protection policy. If you wish to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the council’s Data Protection Officer in

writing at dpo@tewkesbury.gov.uk, or via post to: North Gloucestershire District Council Public Services Centre, Gloucester Road, Tewkesbury, GL20 5TT.

If you are unhappy or wish to complain about how your personal data is used, you should contact North Gloucestershire Council's Data Protection Officer in the first instance via email at dpo@tewkesbury.gov.uk. If you are still not satisfied, you can complain to the Information Commissioners Office. Their website address is www.ico.org.uk and their postal address is:

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

Security

We use appropriate technical, organisational and administrative security measures to protect any information we hold in our records from loss, misuse, and unauthorised access, disclosure, alteration and destruction. We have written procedures and policies which are regularly audited, and the audits are reviewed at senior level.