

# **Privacy Notice for Planning & Building Control**

## **Purpose for processing your information**

The information is used in the processing of an application and as a public register for consultation.

## **We collect the following information:**

The Council is under a statutory obligation to publish on its website a list of planning applications. This includes the name and address of the applicant and, where an agent is acting for the applicant, the name and address of that agent

This information is only used for the intended purpose but if we intend to use it for any other purpose; we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.

## **How we collect your information**

We collect information in a number of ways for example, online application, letter, email, telephone etc.

## **Who the information is shared with**

In order to comply with its statutory obligations, the Council must make public certain details relating to planning applications in the form of a public register. Regulations allow this information to be made available on the Internet.

## **How long do we keep your information?**

The registers containing Planning and Building Control information do not have an expiry date, and because of this we will always have any details you have supplied to us stored electronically. An applicant's name and address is part of the public register for an application.

## **Your rights and access to your information**

You have the right to request a copy of the information that we hold about you.

The new General Data Protection Regulation also gives you additional rights about the information we hold about you and how we use it, including the right to:

- Withdraw consent and the right to object and restrict further processing of your data; however, this may affect service delivery to you.
- Request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.
- Request your data to be rectified if it is inaccurate or incomplete
- Have your data transferred or copied should you move to another authority
- Not be subject to automated decision-making including profiling

To submit a Subject Access Request visit our [request](#) page.

## **If you have any concerns**

Please contact us if you would like to know more about the information we hold about you and how we use it [planning.applications@harrow.gov.uk](mailto:planning.applications@harrow.gov.uk)

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit our [Compliments and Complaints](#) page.

If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can [report a concern by visiting the ICO website](#).

## **Changes in your circumstances**

You must notify us immediately if there are any changes in your circumstances and personal details so we can maintain an accurate and up to date record of your information.