

PRIVACY NOTICE - PRE- PLANNING APPLICATIONS and PRELIMINARY ENQUIRES

Processing your information

We are processing your information for the purposes of a providing you with a service in respect of preliminary advice.

Purpose of processing

Your information will be used by MDDC for the purpose of registering your Pre Application Request or Preliminary Enquiry and providing you with the relevant service.

Your information could also be used to contact you regarding the application for the following reasons:-

1. To request more information about the site, its surroundings and the proposed scheme
2. Advising you of timescales
3. Providing written advice
4. To arrange meetings

Data Controller

Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton.EX16 6PP

Data Processor

Planning Services Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton. EX16 6PP

Data Protection Officer

Catherine Yandle, Data Protection Office, Mid Devon District Council, Tiverton. EX16 6PP. email: dpo@middevon.gov.uk

Information security and data sharing

Your information is stored securely and remains confidential within Planning Services, aside from consultation with main consultees, a pre-application submission or preliminary enquiry will not be subject to any publicity with the general public.

Accuracy of your information

We will process the information given at the time of your request in writing you're your contact details or information changes please ensure you contact us on 01884 255255 and ask to speak to Planning Services.

Retention

All pre application or preliminary enquiry information is held as sensitive on a secure system and will not be deleted. They are held as information under the Town and Country Planning Act (1990)

Transferring Data outside of the EU

Your information will not be transferred outside the EU by MDDC, however anyone who has access to the internet can view the planning representations received, even if they have not registered.

Individual rights

You have certain rights under the Data protection Act and the EU General Data protection Regulations (GDPR). These can be found on the ICO website

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Complaints

If you are dissatisfied with the service that you have received in relation to your Planning Representation and wish to make a complaint, you should write to Customer Services, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton, EX16 6PP. Alternatively you can email customerservices@middevon.gov.uk. Visit our website for more information [How our complaints procedure works - MIDDEVON.GOV.UK](#)