

## **PRIVACY NOTICE - PLANNING REPRESENTATIONS**

### **Processing your information**

All representations received in respect of a planning application will be processed in accordance with the The Town and Country Planning (Development Management Procedure) (England) Order 2015. Please also see [How to comment on Applications](#) in order to protect data of others.

### **Purpose of processing**

Your information will be used by Mid Devon District Council (MDDC) in determining an application for planning permission and any representations received are published online on our public register and this includes your name and address. (Your personal email address, signatures and any contact numbers will be redacted from public viewing) but we will hold this information on our planning system.

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

1. If the application is withdrawn
2. If the application is revised
3. When a decision is made
4. If the application is being heard at a committee
5. If an appeal is lodged

### **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, Phoenix House, Phoenix Lane, Tiverton. EX16 6PP

### **Information security and data sharing**

Your information is stored securely and any information that is not available on public access is not shared with other services within MDDC. However if there is a Planning Appeal then we will share your information with the Planning Inspectorate.

### **Accuracy of your information**

We will process the information given at the time of representation. If your information is not accurate then you can call us on 01884 255255. Alternatively if you use public access, and register online you will be able to manage this yourself.

### **Retention**

Representations on applications will be held for a minimum of 12 months from the date of Decision or Appeal (whichever is later). After this time we will ensure your information is

deleted securely. This will be done automatically on an annual basis at the end of each year.

### **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](mailto:customerservices@middevon.gov.uk). Visit our website for more information [How our complaints procedure works - MIDDEVON.GOV.UK](#)