

## **PRIVACY NOTICE - Gypsy & Traveller Pitch Waiting List Application Form**

### **Processing your information**

We are processing your information as you have expressed an interest in being considered for any new pitches which are developed in Mid Devon.

### **Purpose of processing**

Your application form information will be used by Mid Devon District Council (MDDC) in consideration for any new pitches which are developed in Mid Devon.

Your information could also be used to contact you regarding:-

1. Your application
2. Development of new pitches
3. If a pitch became available
4. To ensure your information is accurate and up to date

### **The Data Controller**

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

### **The Data Processor**

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

Housing Needs, 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](mailto:dpo@middevon.gov.uk)

### **Information Security and Data Sharing**

Your information is stored securely within Planning Services and shared with the Housing Needs department.

### **Accuracy of your information**

We will process the information given at the time of application. If anything changes then please let us know. You can email [gt@middevon.gov.uk](mailto:gt@middevon.gov.uk) or call 01884 255255.

### **Retention**

We will continue to hold your data until you are allocated a pitch, or you request to withdraw your application. Once your application is closed (withdrawn or pitch allocated) your personal data will then be removed, within 6 months. We will continue to hold a record of the application reference number, the reason for closure and date.

### **Transferring Data outside of the EU**

Your information is not transferred outside the EU.

### **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](#)