

PRIVACY NOTICE – TREE PRESERVATION ORDER (TPO) APPLICATIONS

Processing your information

We are processing your information for the purposes of a planning application or notification. All planning applications and notifications received by Mid Devon District Council (MDDC) are processed in accordance with the Town and County Planning Act 1990.

Purpose of processing

Your information will be used by MDDC for the purpose of registering, validating and determining the planning application or notification submitted. The information will be made available on the public register, and this will include the name and address of the applicant as well as the details of the agent if applicable. Your personal email address, signatures, contact numbers and any financial information will be redacted from public viewing but we will hold this information on our planning system and it will be available to all planning staff.

Please note any medical information submitted which is not received from an official medical professional, will be rejected and deleted. It is unlawful for us to process medical information without a legitimate reason to do so.

Your information could also be used to contact you regarding the application or notification 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 If the application is withdrawn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
6. To provide you with an update on your planning application or notification
7. Pre commencement conditions

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
A M Lane Ltd, Hill Park House, Ashley Road, Uffculme, Cullompton, Devon EX15 3BJ

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 within the planning system; any information that is redacted from public viewing will not be accessible to other services within the Council. Your application or notification information (excluding personal contact numbers, email address and signatures) will be shared with other statutory consultees such as the Highways Agency, South West Water, Natural England, Building Control, Devon County Council etc. This is a statutory requirement under the Town and County Planning Act 1990.

In respect of Tree Preservation Order (TPO), and Conservation Area Tree (CAT) applications we may share your information with our qualified Arboricultural Consultant; A M Lane Ltd, Hill Park House, Ashley Road, Uffculme, Cullompton, Devon EX15 3BJ

Accuracy of 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

All planning applications and notifications are held on a public register and will not be deleted as they will be used for historical searching on properties; this is for decisions, permitted development rights, and for conditions and monitoring purposes.

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 Applications on our public register.

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 www.ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/

Complaints

If you are dissatisfied with the service that you have received in relation to your Planning application or notification 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](http://www.middevon.gov.uk/how-our-complaints-procedure-works)