

## Local Development Plan Privacy Notice

The purpose of this privacy notice is to let you know how we will look after your personal information. It contains the standards you can expect when we ask for, or hold, your personal information. The notice also explains our information management (security) policy.

This Privacy Notice covers the Council's Development Plan Section only, which includes the following work areas:

- Preparation, monitor and review of the Local Development Plan (LDP);
- Conservation Area designation, variation and/or cancellation;
- Tree Preservation Orders (TPOs);
- Building Preservation Notices (BPNs); and
- Any other work as may be required by this section as a function of the Council.

There are, however, a number of standards that apply across all of the Council's functions. Where relevant, you will be directed to the Council's overall Privacy Statement, for further information.

### **Data Controller:**

**Name:** Causeway Coast and Glens Borough Council  
**Address:** Cloonavin  
66 Portstewart Road  
Coleraine  
BT52 1EY

**Telephone:** 028 7034 7034

### **Data Protection Officer:**

**Email:** [dpo@causewaycoastandglens.gov.uk](mailto:dpo@causewaycoastandglens.gov.uk)  
**Telephone:** 028 7034 7034

### **Why are we processing your personal information?**

- To enable the preparation of the Council's Local Development Plan;
- To facilitate public participation in the Local Development Plan process as well as other section functions;
- To ensure compliance with applicable legislation;
- To update you and/or notify you about changes; and
- To answer your questions.

### **What categories of personal data are we processing?**

- Personal Information: Name, address, phone number, email address and signatures.
- Special Categories: we may, in some instances, process data falling under this category, particularly where it relates to a representation and/or correspondence you have submitted.

The following Special Categories of personal data are deemed 'sensitive' and are given specific protection under current legislation:

- Racial or ethnic origin;
- Political opinions;
- Religious or philosophical beliefs;
- Trade union membership;
- Processing of genetic data;
- Biometric data for the purpose of uniquely identifying a natural person;
- Health;
- Sexuality and or sexual health.

As a general rule, processing of the types of data listed above is prohibited. However, under certain exemptions, the Council may be allowed to process sensitive personal data, when for example:

- You have made your sensitive data manifestly public;
- You have given your explicit consent; or
- There is a law which governs a specific type of data processing for a specific purpose related to public interest or health.

#### **Where do we get your personal data from?**

- Information provided by you in writing, including your name, address, contact details and signature; and
- Information provided by you as part of our online registration or public consultation process, such as your name, address and email address.

#### **Do we share your personal data with anyone else?**

- Your information will be held by the Council.
- Your information may be shared with relevant Council Officers, where the business and legal framework requires or allows it.
- We will share your personal data with the Department for Infrastructure (DfI) and an Independent Examiner (a third party) as part of the submission of the Local Development Plan for Independent Examination. A Programme Officer will also have access to this information during the Independent Examination stages of the Plan preparation.
- No personal information you give us will be used for commercial purposes.
- If we receive an enquiry under the Freedom of Information Act (FOI) or the Environmental Information Regulations (EIR) we will only disclose your information in accordance with the relevant legislation.
- Please note that your name, address, telephone numbers, email address and signature will not appear on the internet or be given out in response to a telephone enquiry, but we will hold it on our database.

### **Do we transfer your personal data to other countries?**

Your information will not be transferred to other countries. However anyone with internet access may view the representations received.

We may be required to share data with the Republic of Ireland in cases where cross-border consultation is required in the preparation of the Local Development Plan. However, your name, address, telephone numbers, email address and signature will not be given out and any data sharing will be in full compliance with prevailing legislation.

### **Local Development Plan: Register of Interest (online) Database**

Some areas of this site require you to submit information in order to benefit from the Local Development Plan updates we issue, as you have asked to be kept informed.

In providing your information to us via this online database you have agreed to the Council contacting you via your preferred method of contact. However, you may change your contact preferences at any time

at: <https://www.causewaycoastandglens.gov.uk/live/planning/development-plan/getting-involved>

### **Local Development Plan: Representations Database**

Under The Planning (Local Development Plan) Regulations (Northern Ireland) 2015 the Council is legally obliged, during the Plan preparation, to make the following documents available for public comment:

- Preferred Options Paper;
- Plan Strategy; and
- Local Policies Plan.

Representations, received during the public consultation stages of the Plan Strategy and Local Policies Plan, must be made available for public inspection, both in hard copy, and on the Council's website. Your name, address, telephone number, email address and signature will not be made public, but we will hold these on our database.

However, this information will be shared with the Department for Infrastructure (DfI) and an Independent Examiner (a third party) as part of the submission of the Local Development Plan for Independent Examination. A Programme Officer will also have access to this information during the Independent Examination stages of the Plan preparation.

DfI, the Programme Officer and the Independent Examiner will, upon receipt, be responsible for the processing of your data in line with prevailing legislation.

### **How long do we keep your personal data?**

We will only retain your data for as long as is necessary to process your representation and/or correspondence as part of the Plan preparation or for the purposes of other functions required by

this section of the Council. Your information will be disposed of in a secure manner when no longer needed. The periods for retention of information, specifically relating to Planning, are specified at Section 16 of the [Council's Retention Schedule](#).

### **What rights do you have?**

Section 8 of the [Council's Privacy Statement](#) outlines your rights in relation to personal data being processed by the Council.

### **How do you complain?**

See Sections 8.7 & 11 of the [Council's Privacy Statement](#) for information on how to complain.

## **Information/Computer Security**

### **Cookies and IP Addresses**

Cookies are small computer files that help websites run effectively. An IP address is a number assigned to your computer by your Internet Service Provider (ISP), so you can access the internet.

Cookies are used on our website to manage access to the site and to help improve your user experience. In order to operate effectively, our cookies may record your IP address. We will not capture any other information from your use of the website, though we may link it to other data you have supplied to us. We use our own cookies as well as third-party cookies, which are used to generate statistical information. For more information see the [Council's Cookie Statement](#).

You can prevent the setting of cookies by adjusting the settings on your internet browser (see your browser 'Help' for assistance). Please be aware that disabling cookies may affect the functionality of the websites that you visit. For more information: <http://www.allaboutcookies.org>.

### **Information and security**

Your attention is drawn to the fact that any information carried over the Internet is not secure; information can be intercepted, lost, redirected, changed and read by other people. Any transmission is at your own risk.

Once we have received your information, we will use strict security policies, controls and technical measures to protect the personal data from:

- Unauthorised access;
- Improper use or disclosure;
- Unauthorised modification; and
- Unlawful destruction or accidental loss.

### **Monitoring of email**

We may monitor your email and other online communications with us (this includes any member of staff). Any such monitoring will take place in accordance with prevailing legislation. All our employees, processors and sub processors who have access to and are associated with the processing of personal data, are obliged to ensure compliance with prevailing legislation and respect the sensitivities surrounding your personal data.

### **Disclosure of information**

Causeway Coast and Glens Borough Council is comprised of a number of internal departments who work very closely in carrying out the Council's business functions. As such, personal data may be internally shared when there is a necessary and legitimate need to do so.

### **Links to other websites**

This site may contain links and references to other websites. Please note that this privacy notice **does not apply** to those websites and we encourage you to read the privacy notice of every website you visit.

### **Your rights and responsibilities**

Please ensure that the information you submit is accurate and correct. Do not include personal information about third parties (including family members) unless you have told the individual concerned and they agree to it being supplied.

Tell us as soon as possible if any of the personal information you have provided should change.

Documents submitted as part of a representation and/or correspondence may be subject to copyright law, even if they have been available on the internet. You should only use such documents for personal research purposes. The Council, in making the documents available, does not constitute permission for you to breach any copyrights that may exist on them.

### **Notification of changes to our privacy notice**

We will post details of any changes to our privacy notice on this website to help make sure you are always aware of the information we collect, how we use it, and in what circumstances, if any, we share it with other parties.

### **Council Website and databases**

The Council's website: [www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk) and associated databases are owned and managed by the Council.

When you use this site, you agree to the collection, use and disclosure of that information, in accordance with this Local Development Plan Privacy Notice and the Council's overall Privacy Statement (where relevant).

This Privacy Notice was last updated on 2<sup>nd</sup> January 2020