



MONMOUTHSHIRE COUNTY COUNCIL DATA PRIVACY NOTICE

Directorate:	Enterprise
Service Area:	Planning and Housing
Contact Details:	dataprotection@monmouthshire.gov.uk
Privacy Notice Name:	Development Management & Building Control Privacy Notice

How we will use your information

Monmouthshire County Council has obtained the following categories of your personal data:

- Contact Details
- Information submitted to support application

Source of your personal data

This information has been shared with Monmouthshire County Council by another organisation as detailed below

- Planning Portal
- Partner Building Control Authorities – includes any Welsh or English Local Authority who is a member of the LABC Partner Authority Scheme

Purpose and legal basis for using your information

Our legal reason(s) for using your information:

- a. We are under legal obligation to process your information
- b. Processing is necessary for the performance of a public task
- c. Processing is necessary under legitimate interests for example as part of planning enforcement investigations.

The GDPR provides extra protection for certain classes of information called 'special categories of personal data e.g. race, ethnic origin, health or sexual orientation. If any of the information you provide falls within this category, then more than one condition will be identified above.

For further information on legal basis please visit www.ico.org.uk

Who will have access to your information?

The Data Controller for your information is Monmouthshire County Council.

Email: dataprotection@monmouthshire.gov.uk

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.

These are the departments we share your data with internally:

- Legal Department
- Highways
- Environmental Health
- Housing
- Education
- Council Tax
- Countryside
- Tourism, Leisure and Culture
- Estates
- Planning Policy



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- Internal Audit

These are the agencies/ organisations we share your data with externally:

- Your legal representatives
- Building Control partner authorities

Any information shared with the above will be carried out in accordance with the [Information Commissioner's Office Data Sharing Code of Practice](#).

There are circumstances where we are legally obliged to share your information with :
Government Law Enforcement Agencies e.g. with the Police under the Prevention or Detection of Crime Act

Requests for information

All recorded information held by Monmouthshire Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and General Data Protection Regulation including any other Data Protection law.

If you are a member of the public and the information you provide is subject to such a request, where possible Monmouthshire County Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

How long will we retain your information?

How long Monmouthshire County Council retains information is determined through statutory requirements or best practice.

Please refer to our retention schedule here:

<https://www.monmouthshire.gov.uk/app/uploads/2020/11/Records-Management-Schedule-DM-and-BC.pdf>

Your Rights

Your rights under the General Data Protection Regulation are:

- The right to be informed
- The right of access
- The right to rectification
- The right to the rectification, blocking, erasure or destruction of your information in certain circumstances.
- The right to restrict processing
- The right to data portability
- The right to object
- The right to compensation if Monmouthshire County Council fail to comply with certain requirements of General Data Protection Regulation in respect of your information.

For further information please refer to www.ico.org.uk

Complaints Procedure

If you object to the way that Monmouthshire County Council is handling your data, you have the right to complain. Please contact the Service Area detailed at the top of this document outlining your issues. Please follow this link for further information on the [complaints process](#).

If you remain unhappy you also have a right to complain to the Information Commissioner's Office www.ico.org.uk