



MONMOUTHSHIRE COUNTY COUNCIL DATA PRIVACY NOTICE

Directorate: Communities and Place
Service Area: Planning
Contact Details: dataprotection@monmouthshire.gov.uk
Privacy Notice Name: Planning Policy Privacy Notice

How we will use your information

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) We are relying on your explicit consent to process your personal information.
Please note consent is only required for the information we hold on our Replacement Local Development Plan (RLDP) Database used to inform interested parties about the progress on our strategic and local planning.

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

Your right to withdraw your consent

You have the right to withdraw your consent to the processing of the information we hold on our Replacement Local Development Plan Database. To withdraw your consent, please contact the Service Area whose details are contained on the top of this document.

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
- Active Travel
- Flood and Drainage
- Environmental Health
- Economic Development
- Housing
- Education
- Council Tax
- MonLife (Ecology, Landscape, Green Infrastructure, Tourism & Leisure) Estates
- Development Management
- Internal Audit

These are the agencies/ organisations we share your data with externally in relation to the RLDP examination:

- Planning and Environmental Decisions Wales

There may be circumstances where we share information with other external organisations to gain specialist advice:



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- Welsh Government
- Dwr Cymru Welsh Water
- Natural Resources Wales

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.

Replacement Local Development Plan – Consultation Responses and Reports of Consultation:

Comments submitted at key stages of the RLDP process will be available for public inspection and cannot be treated as confidential, this is in accordance with The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (as amended 2015). Reports of Consultation will be made available on the Council's website.

Planning and Environmental Decisions Wales and RLDP Programme Officer:

We share information with the Planning and Environmental Decisions Wales Inspector when the RLDP is examined. The RLDP Programme Officer assists in RLDP Examination and will have access to the RLDP database in order to contact site promoters and members of the public as necessary. PEDW have a publishing policy included in their [Guide to engaging with planning and environment decisions wales.pdf \(gov.wales\)](#). PEDW's privacy notice is also available: [Planning casework: privacy notice | GOV.WALES](#) .

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 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 we store your data

Any paper records are held in secure storage. All other data is stored on our secure networks and is only accessed by relevant staff as detailed above.

Redaction

We operate a policy where we routinely redact the following details before making documents available online:

- Personal contact details e.g. name, address, email address and telephone numbers.
- Signatures
- Special Category Data e.g. information about an individual's religion, health and ethnicity
- Information agreed to be confidential

How long will we retain your information?

Information will be held and used in line with our retention policy. For more information about privacy, please visit: <https://www.monmouthshire.gov.uk/your-privacy/>

Your Rights

Your rights under the General Data Protection Regulation are:

- The right to be informed
- The right of access



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- The right to the rectification, blocking, erasure or destruction of your information in certain circumstances.
- The right to restrict processing (please see above bullet point).
- 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

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Processing of your personal data by Monmouthshire County Council (MCC) is necessary to perform a public task. Without this information, Planning Policy within MCC may not be able to keep you informed of progress on the Replacement Local Development Plan.

Your records will be safely stored and retained in line with our retention policy, unless we need to retain under another lawful basis.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right to complain if you are unhappy with the way your information is being processed. For further information on how we process your information and your rights please click the following link: <https://www.monmouthshire.gov.uk/your-privacy/>

Should you need to make a complaint about the way your data has been processed, please contact dataprotection@monmouthshire.gov.uk or if you are not fully satisfied you may contact the Information Commissioner's Office online at www.ico.org.uk/concerns or via their helpline: 0303 123 1113



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Processing of your personal data by Monmouthshire County Council (MCC) is necessary to perform a public task. Without this information, Planning Policy within MCC may not be able to keep you informed of progress on Planning Policy documents including Supplementary Planning Guidance.

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Should you need to make a complaint about the way your data has been processed, please contact dataprotection@monmouthshire.gov.uk or if you are not fully satisfied you may contact the Information Commissioner's Office online at www.ico.org.uk/concerns or via their helpline: 0303 123 1113