



Privacy Notice - Development Management

Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), which means it determines what your data is used for and why it is collected. The purpose of this privacy notice is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are
Bristol City Council, Development Management, City Hall, PO Box 3176, Bristol BS3 9FS
development.management@bristol.gov.uk

What data we need to collect and the legal basis for processing it:

To deliver our service we will collect your name, address, email address, and telephone number. We collect these details when you (or your planning agent) fill in a form on our website, download and fill in a paper form, or send us an email. We may also receive it from a third party website that provides a transaction service. These include;

- The Planning Portal
- iApply

We collect this data to enable us to perform our statutory duty under the Town & Country Planning Act 1990, and The Planning and Compensation Act 1991.

In providing a statutory Planning Register, we have a legal duty to make available your name and address, and regulations also allow this information to be made available on our website. Your email address and telephone number will not be made available online.

Any data collected with regard to a possible breach of regulations will not be disclosed.

If you don't allow us to use your data this will mean that we will be unable to deal with your application, and may be unable to investigate your complaint.

How long we will keep your data for:

As a planning applicant, the details provided on the application form, including your name and address, will form part of the statutory register, and will be retained always.

Any email address and telephone number will be removed from our database;

- after a period of 4 years following the planning decision, or the withdrawal of the application.
- after a period of 10 years following any report of a breach of regulations.

As a planning agent, your data is retained always.

Why we need to collect your data:

The information you have provided will be stored on a database and used



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- To compile and maintain the statutory register.
- To get in touch with you during the processing of your application, or investigation of your complaint.
- To advise you of any planning decision, or outcome of any complaint.

As a planning agent, your data is retained, so that we can undertake our annual customer satisfaction survey.

If you are an Accredited Agent or member of the Planning User Group your data is retained so that we can let you know the dates, agendas and minutes of these meetings, and other service updates.

Who we share your data with and why:

The information you have provided will be shared with other Bristol City Council departments, when undertaking statutory and non-statutory consultation, for example, Transport Development Management, Flood Risk Management and our City Design Team.

There are circumstances where there may be a statutory obligation for us to share your data with other relevant external consultees, for example Historic England or the Environment Agency.

The name and address of any planning applicant and agent will be shared publically via Planning Online.

You should be aware that it may be possible for your name and address to be browsed through internet browsers and search engines.

Your rights as a data subject:

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller.

You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think we have not dealt with your information in a proper manner.

You can ask to see what information we hold about you and have access to it. You can do this by contacting:

Senior Data Protection Officer
Bristol City Council
ICT Commissioning and Information Governance
P O Box 3176
BRISTOL
BS3 9FS
Data.protection@bristol.gov.uk

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Other questions about the data being processed may also be sent to the above address.

Fraud Prevention and Detection:

Bristol City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit

www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection.

Date: May 2018