



## Privacy Notice: Planning Policy

### Who we are

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the UK General Data Protection Regulation (UK GDPR), which means it determines what your personal data is used for and why it is collected.

The purpose of this privacy notice is to tell you about how we collect and use personal data in connection with our service. We may update this privacy notice from time to time. When we do this, we will communicate any changes to you and publish the revised privacy notice on our website. This privacy notice should be read alongside the council's [Corporate Privacy Notice](#).

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found on [Bristol City Website](#).

As part of Planning Services, Planning Policy is responsible for the preparation of the council's statutory development plan which guides decisions on planning applications in Bristol. The main activity of the team is the production of the Bristol Local Plan and associated policy guidance such as supplementary planning documents. We also work with local groups on the preparation of neighbourhood development plans, monitor the implementation of planning permissions and collect Community Infrastructure Levy and Section 106 payments.

### What data we need to collect and use?

To provide this service, we will collect and use some or all the personal information below:

- Name
- Email address
- Postal address
- Telephone number
- Organisation name
- Job title (linked to organisation name)

We get most of this information from you and from what we learn about you through your use of our services.

### How do we use your personal information?

We use this information for one or more of the following reasons:

- Bristol Local Plan and other planning policy documents:



- We use a database to hold contact details of those who wish to be consulted on the preparation of planning policy documents.
- Contacts include statutory consultees, e.g. Environment Agency, as well as members of the public, businesses, community groups, etc. who have asked to be kept informed or have responded to a consultation by submitting a comment. Contact data is collected from individuals and organisations who also request to be added to the database on an ad-hoc basis.
- Under The Town and Country Planning (Local Planning) (England) Regulations 2012, there is a statutory requirement to consult “general” and “specific” consultation bodies and “such residents or other persons carrying out business in the local planning authority’s area from which the local planning authority consider it appropriate to invite representations” as part of the preparation of a local plan/development plan document/other planning policy documents. The collection of this information enables us to perform this function and ensure that we can notify those interested in consultations on the local plan and other planning policy documents.
- Community Infrastructure Levy and Section 106 payments:
  - Personal data will be used for the purposes of the collection, spending and administration of financial contributions secured through a Community Infrastructure Levy or planning obligation (Section 106 agreement) payment.

## **What is the legal basis for our use of your personal information?**

The information below shows the legal bases we are relying on to use your personal or special category (sensitive) personal information.

You can see a list of the full legal bases we may rely on by looking at our [main privacy notice](#).

Our legal bases for using your personal information are that you have given your consent or it is necessary for the performance of a task in the public interest or in the exercise of official function vested in us under legislation including but not limited to:

- The Town and Country Planning Act 1990
- Planning and Compulsory Purchase Act 2004
- Planning Act 2008
- Localism Act 2011
- Neighbourhood Planning Act 2017
- All associated regulations.

When publishing the representations (or a summary of the main issues raised in the representations) received during a consultation on a planning policy document we will only



publish the name of the individual respondent or the organisation that they represent. All other personal information will be omitted or redacted.

## Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where we have a valid legal basis to share data. We will only share the minimum information for each circumstance. We may share some of your personal information with one or more of the following:

- **Planning Inspectorate:**  
Representations received to the 'proposed submission' version of the local plan (i.e. the version intended to be submitted to the Planning Inspectorate for independent examination), and on any subsequent modifications, will need to be shared with the Planning Inspectorate. This will include personal information (i.e. name and contact details) so that they can contact those who made comments to enable them to participate in the examination process.
- **Other Bristol City Council teams and departments:**  
We may share contact details of organisations on the Planning Policy consultation database with other council teams and departments. This will be in connection with public consultations carried out by those teams and departments to enable them to contact organisations who may have an interest in the consultation. Information about members of the public on the database will not be shared in this way.
- **Regarding Community Infrastructure Levy (CIL) and Section 106 Agreements, your information may be shared with other departments such as our finance, legal and development management teams. Section 106 Agreements and CIL forms are published on the council's Planning Register with personal information omitted apart from name and organisation. CIL correspondence can be shared with other external agencies such as the valuation office or the Planning Inspectorate. CIL correspondence can also be requested to be viewed as part of a request to view a planning application decision; in these cases, all telephone numbers, email addresses and signatures will be redacted.**

We may also use data processors to support our activities, for example by providing systems we need or delivering services on our behalf.

As an example, for some planning policy document consultations, we may use online surveys on the 'Ask Bristol' consultation and engagement hub, which is managed by the council's Consultation and Engagement team. The surveys may utilise data processors on specialist consultation software supplied by third party organisations to that team. The 'Consultations and surveys' [privacy notice](#) produced by the Consultation and Engagement team provides more information on those organisations supplying data processors and their

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privacy notices. It can be found on the council's website: [Privacy and processing notice for resource services \(bristol.gov.uk\)](https://www.bristol.gov.uk/privacy-and-processing-notice-for-resource-services).

## Will my personal data be sent outside the UK?

No personal information is routinely sent or held outside the UK. Should the transfer of personal information outside the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the data.

## How long we will keep your personal information?

We will hold this information for as long as it is needed, or if we are required to do so by law. In practice this means that your personal information may be retained for the relevant period listed below:

- Local Plan: 6 years after the plan expires, following which personal information will be deleted.
- Neighbourhood development plan or orders: permanently
- Community Infrastructure Levy and Section 106: permanently

## Your rights as a data subject

The law gives you a number of rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data.

Full details about how we use and share your data and your rights can be found on our [Corporate Privacy Notice](#). If you are unable to access our digital Privacy Notice, please [contact Citizens Services](#) whom will be able to send a hard copy.

To update or correct your information if it is inaccurate please [contact Citizens Services](#).

To access a copy of your personal information, more details and how to make a request can be found on the [data protection subject access requests page on the council website](#).

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at [data.protection@bristol.gov.uk](mailto:data.protection@bristol.gov.uk) or by writing to our data protection officer at:

Data Protection Officer  
Information Governance  
Bristol City Council  
City Hall  
PO Box 3399  
Bristol  
BS1 9NE

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If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Website: <https://ico.org.uk/>

Next annual review date: January 2026.

Version number for this privacy notice: 1