

Privacy Policy – Strategic Planning and Regeneration

This privacy notice explains how Dacorum Borough Council (the ‘Controller’) will use any personal information we collect about you when you use our services.

It has been written to give you a clear explanation of our data processing practices to safeguard you and your personal information

What information do we collect about you?

- Name, Address and contact details (email / telephone number)
- Online identifiers {Login Name and Password} (for online consultation / online interaction)
- Business and travel information
- Additional demographic information as provided by you on the registration form (optional, as part of online consultation)

How will we use the information about you?

The information that the Council will collect varies depending on how you use the Council’s Services. We are using the information provided in this case because the Council have Official Authority vested in it (GDPR Article 6(1) (e)) and Legal obligations {GDPR Article 6(1)(c)} “processing is necessary for compliance with a legal obligation to which the Council is subject” in this case; under the Planning and Compulsory Purchase Act 2004, Neighbourhood Planning Act 2017, Town and Country Planning Act 1990, The Planning Act 2008, The Housing and Planning Act 2018 and The Localism Act 2011

The Council may also rely on the lawful basis set out in GDPR Article 6 (1) (a) “Data subject has given consent to processing”.

We are collecting personal information so that we can;

- Produce Local Plan and Planning Policies and any supplementary guidance
- Produce Joint Strategic Plan
- Processing requests relating to CIL Grants
- Processing requests relating to Section 106 obligations
- Conduct Statutory Consultation
- Administer and maintain Self-Build Register
- Working with neighbouring authorities on strategic policies
- Entering Legal Agreements, serving notices and promoting the best use of land
- Service Improvement and Planning
- Conduct Surveys and gather evidence to inform policy and outcomes
- Administer and maintain our ongoing Local Plan sites register
- Communicate information to you about engagement opportunities (both statutory and non-statutory);
- Analyse and interpret it to help meet our objectives and obligations as the ‘Local Planning Authority’ (LPA);

Special Categories of Data

If you are providing us with special category personal information (such as details about your health), we will be processing this under Article. 9(2) and Article 10.

- Equalities Information including gender, age, disability and ethnic monitoring

Processing of Special Category Data is carried out specifically under the following;

Article 6(1) (c) – processing is necessary for compliance with a legal obligation to which the controller is subject

Article 9(2) (a) – the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

Article 9(2) (b) - processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of social security and social protection law.

Sharing / Recipients

Below is a list of who we may share the information (recipients) for the purposes of carrying out the functions (listed above);

- Internal Departments
- Internal (Anti-Fraud) or external law enforcement agencies (prevention and detection of crime)
- Other local authorities (including county, borough and parish)
- Other public authorities e.g. Schools, NHS, Councils, government departments (HMRC, DWP, Immigration etc.)
- Land Registry
- Elected Members and MP's (as your representative)
- Herts LEP
- Planning Inspectorate
- Herts Growth Board

How long will we keep this information?

We will destroy this personal information in accordance with our [Retention Policy](#). To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information, please contact foi@dacorum.gov.uk

Security and Location of Data

We will ensure that all personal information is kept securely on servers hosted in the United Kingdom.

Access to all our user information is restricted. Only employees who need the information to perform a specific job are granted access to personally identifiable information.

The servers on which we store personally identifiable information are kept in a secure environment that is continually monitored and tested.

Security (Online Consultation Only)

While no online service is completely secure, we strive to ensure we protect your Personal Information against unauthorised access, use, alteration, or destruction, and take all reasonable measures to do so.

Measures include:

- Maintenance of ISO27001 compliance— a global standard for information security management.
- Applications are continually monitored and tested for security weaknesses, using both automated and manual processes.
- Operating systems and database are continually monitored and patched with the latest security fixes.
- Independent Vulnerability Assessment and Penetration Testing (VAPT) carried out once a quarter.
- Network secured through Amazon Web Services (AWS), which provides significant protection against security attacks.

External links

Our website may contain links to other websites. Those links are provided for convenience and may not remain current or be maintained. We are not responsible or liable for the privacy practices of linked websites and we suggest you review the privacy policies of those websites before using them.

The software platform for consultation and associated technology operations are provided by Granicus LLC. Click this link for the Privacy Policy governing their service: <https://granicus.com/privacy-policy/>.

Accuracy of Personal Data (Article 5(1) (d))

“Personal data must be accurate and, where necessary kept up to date; every reasonable step must be taken to ensure that Personal Data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.”

You have a right to request information about you be corrected. Please contact the team on strategic.planning@dacorum.gov.uk , who will validate the information and update the information in our systems accordingly.

Individuals’ Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@dacorum.gov.uk in the first instance or visit <http://www.dacorum.gov.uk/home/open-data/personal-information>

You have a right to request erasure, rectification or restriction of Personal Data where you have provided the Council the information under on the lawful basis of consent (Article 6(1) (a)). You may also withdraw your consent to the Council processing the information you have provided to us under this lawful basis. Please contact strategic.planning@dacorum.gov.uk in the first instance.

Notification of changes

From time to time, it will be necessary to update this Privacy Policy. This is in order to ensure our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

If at any point, we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy in force at the time the information was collected.

Engagement Information

The content you create as part of your interactions with this website. These can include responses to surveys, comments on discussion forums, or any of the other engagement opportunities available here.

Cookies

We collect information about your usage of the consultation and DBC site. Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit <http://www.dacorum.gov.uk/home/cookies-policy>

Our Data Protection Policy

We have a General Data Protection Regulation (GDPR) Policy in place and this can be found [here](#):

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is the Information Security Team Leader (Legal Governance). You can contact them by emailing foi@dacorum.gov.uk or calling 01442 228538.

Policy Version

This Policy was last updated on 24th August 2023