

## **HARLOW AND GILSTON GARDEN TOWN SPATIAL VISION PUBLIC CONSULTATION PRIVACY NOTICE**

### **IDENTITY AND CONTACT DETAILS OF THE DATA CONTROLLER**

Epping Forest District Council is a data controller pursuant to the General Data Protection Regulation. This means that the Council decides how your personal data is processed and for what purposes. The contact details for the Council's Data Protection Officer are:

Data Protection Officer,  
Epping Forest District Council,  
Civic Offices,  
High Street,  
Epping,  
Essex, CM16 4BZ.

☎ (01992) 564180

✉ [dataprotection@eppingforestdc.gov.uk](mailto:dataprotection@eppingforestdc.gov.uk)

### **WHAT INFORMATION DO WE COLLECT ABOUT YOU?**

We will be collecting your feedback on the Harlow and Gilston Garden Town Spatial Vision. We will also collect your name, email address, full postcode and age.

### **WHY DO WE COLLECT THIS INFORMATION & HOW WILL IT BE USED?**

Your feedback on the Harlow and Gilston Garden Town Spatial Vision will be used to review and update the document. Data will be anonymised when collating this feedback. Your postcode and age will be used as anonymised data to review feedback on the Spatial Vision.

Your name and email address will be collected in order to provide future updates and information from the Harlow and Gilston Garden Town team. Providing these details is optional. The respondent will be asked if they are happy to opt-in to being contacted by the Harlow and Gilston Garden Town team.

The information that you have provided will be held by the Council and will only be accessed by its authorised employees. The Council will only use the information that you have provided for the purposes as stated above, and will not use it for any other purpose, unless you have given your consent, or this is otherwise required or permitted by law.

### **WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?**

The processing of your personal data complies with Article 6 of the General Data Protection Regulation, where the data subject has given clear consent for the processing of personal data for a specific purpose.

### **WHO WE SHARE YOUR INFORMATION WITH**

The Council will not share any of the information that it holds about you with any third party, unless you have given your consent, or if this is otherwise required or permitted by law.

Should you positively opt-in, your name and email address will be provided to the Harlow and Gilston Garden Town Team, to provide you with updates or information on the Harlow and Gilston Garden Town.

## **HOW LONG DO WE KEEP YOUR INFORMATION?**

The Council will keep your personal information for no longer than is necessary for the purposes of the Harlow and Gilston Garden Town.

## **YOUR RIGHTS**

Under the General Data Protection Regulation, you have various rights as an individual that you can exercise in relation to the information that the Council holds about you. Information about these rights is available on the Council's website at:

<http://www.eppingforestdc.gov.uk/index.php/help/data-subject-rights>

## **HOW TO MAKE A COMPLAINT**

If you are unhappy with the way in which your personal data is processed by Epping Forest District Council you should contact the Data Protection Officer in the first instance:

If you remain dissatisfied with the Council's processing of your personal data, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF.

<https://ico.org.uk/>