

**This Privacy Notice explains how we will use personal information that Development Management collects as part of Planning and Building Control processes;**

### **What information will we use to process personal information**

- Planning applications, decision notices and Breaches of Planning Condition notices
- Planning Appeals
- Planning Enforcement notices.
- Heritage Conservation
- Trees and Landscape including Tree Preservation Orders, the enforcement of High Hedges and Hedgerow regulations
- Local Plan/Planning Policy
- Building Control Plans including Building Control applications including Decision notices.
- Local Land Charges

### **Why we need your information and how we will use it.**

- We use your information for the purposes of processing and determining Planning applications,
- Supporting Planning Policy including the formulation of the Local Plan
- Heritage Conservation to protect listed buildings
- Trees and Landscape including the enforcement of Tree Preservation Orders, High Hedges and Hedgerow regulations
- Building Control applications, monitoring of dangerous structures and demolition of buildings in terms of the Building Act 1984 and The Building Regulations 2010.

### **We have a statutory obligation to provide services in accordance with the following legislations:**

- Local Land Charges Act 1975
- Public Records Acts 1958 and 1967
- Section 224, Local Government Act 1972
- Town & Country Planning Act 1990 (as amended)
- The Building Act 1984
- Planning and Compulsory Purchase Act 2004
- Planning Act 2008
- Proceeds of Crime Act 2002
- Local Government Act 1972

### **What type of information is collected from you**

To administer our services, we collect the following information from you:

- Name
- Address
- Email
- Telephone number
- Agent contact details (if applicable)
- Full address of the development

The Council has a statutory duty to publish planning applications on its website which includes applicant/agent name and address; however, we will redact personal information such as signatures, email addresses and telephone numbers.

We charge for Planning and Building Control applications and will record payment amounts made, amounts outstanding and the action taken to recover monies owed.

Enforcement cases remain confidential and at no time will we divulge the details of complainants who have informed us of alleged planning breaches.

Generally, the information we hold will have been provided by you (on an application or enquiry form or when we communicate with you), but we may also hold information provided by third parties where this is relevant i.e. complainants, LGO, other council departments. We will only ask for personal information that is appropriate to enable us to deliver Planning and Building Control services. In some cases, you can refuse to provide your details if you deem a request to be inappropriate. However, you should note that this may impact on our ability to provide some services to you.

### **Who your information may be shared with (internally and externally)**

We may share planning information that you have provided, and obtain information about you from other Council sections as well as external councils such as Essex County Council Highways where held and only as appropriate.

We may share your information with external agencies such as the Planning Inspectorate or Local Government Ombudsman in the event of direct appeals or complaints.

We will not disclose any information to any persons or organisations outside of Epping Forest District Council except to prevent fraud, or if required to do so by law.

### **How long we keep your information (retention period)**

We retain all Planning and Building Control information indefinitely. Planning information is required to be published on our website. In general information relating to Building Control Applications will be focused the property rather than the individual. Some property information regarding Building Control applications is published online.

Other Planning and Building Control Information not published online but may be retained in electronic format indefinitely

A copy of our Retention Schedule is available upon request via email to [dataprotection@eppingforestdc.gov.uk](mailto:dataprotection@eppingforestdc.gov.uk).

For other categories please see the relevant section of the [Corporate Privacy Notice](#)

### **How you can access, update or correct your information**

The Data Protection Act gives you the right to apply for a copy of information about yourself. This is called a Subject Access Request. [Find out more on how to make a Subject Access Request](#).

Any questions regarding our privacy practices should be sent to:

Data Protection Officer

Telephone: 01992 564180

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

Or you can write to us at:

Data Protection Officer,

Epping Forest District Council,

High Street,

Epping,

Essex

CM16 4BZ

Further information is available from the Information Commissioner who can be contacted at:

Information Commissioner's Office

Wycliffe House, Water Lane,

Wilmslow,

Cheshire

SK9 5AF

telephone: 0303 123 1113