



# **Planning and Building Control Applications Privacy Notice**

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**This Privacy Notice was last updated in August 2023. It is regularly reviewed and may be updated or revised at any time. Please refer to this page for the most up-to-date information [Planning and Building Control Applications Privacy Notice \(wigan.gov.uk\)](https://www.wigan.gov.uk).**

**It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.**

## **1. INTRODUCTION**

Our core data protection obligations and commitments are set out in the Council's Primary Privacy Notice.

This notice provides additional privacy information for **Planning and Building Control Applications**.

The Planning and Building Control application process is governed by legislation and must adhere to a series of regulations and procedures. As part of these processes, we receive a range of documents from applicants or agents acting on their behalf and from contributors offering their views on applications. These contributions can be from official bodies that we have consulted, and/or from members of the public.

In order to carry out development, it is necessary to check with the Development Management Team as to whether a proposal requires planning permission and approval under the Building Regulations.

We have a legal duty to create and maintain a public register of planning applications. Where appropriate, we redact (remove) the following applicant details from the planning application forms before they are published online - signature, email address and telephone number.

## **2. WHAT PERSONAL INFORMATION DO WE COLLECT**

In order to carry out activities and obligations as the Planning Service, we may process the following personal information:

- Name
- Title
- Address
- Telephone numbers
- Email address
- Date of birth
- Gender
- Marital status/civil partnerships
- Bank account details, payroll and tax/national insurance status information

## **Please note that this is not an exhaustive list**

We may also collect, store and use special categories of more sensitive personal information. This may include, but is not limited to:



- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions (including ensuring meaningful equal opportunities monitoring and reporting)
- Offences (including alleged offences), criminal proceedings, outcomes and sentences.

### **3. HOW WE USE PERSONAL INFORMATION**

The main purposes for processing your personal information are:

- To exercise our statutory functions as the Local Planning Authority and the Building Control Authority

### **4. LEGAL BASIS FOR PROCESSING**

The legal basis we rely on for processing your personal information is:

- It is necessary for compliance with a legal obligation

If we intend to use your information beyond legal obligations or to exercise specific rights, we will seek your consent to process your information and full guidance will be provided.

### **5. WHO DO WE SHARE PERSONAL INFORMATION WITH**

In addition to the general reasons for information sharing described in the Council's primary privacy notice we may also share your information with the Planning Portal; Planning Inspectorate; Idox Software Ltd, statutory and non-statutory consultees and specialist technical advisors appointed by the Council.

As part of the consultation process, we may also collect or receive information from external parties.

### **6. HOW LONG DO WE KEEP PERSONAL INFORMATION**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our corporate records policy to fulfil legal, statutory and regulatory requirements.

### **7. AUTOMATED DECISIONS**

All the decisions we make about you will involve human intervention.

## 8. COOKIES

To find out how we use cookies, please see [Cookies \(wigan.gov.uk\)](http://wigan.gov.uk).



## 9. YOUR RIGHTS

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found in [Wigan Borough Council Primary Privacy Notice](#).