

Privacy Notice - Development Plans

This privacy notice covers how the Pembrokeshire Coast National Park Authority (as a Data Controller) will collect, use and share your personal data for the purposes of carrying out statutory duties relating to:

- a) Development Plan preparation and monitoring, including those relating to the Local Development Plan, the regional Strategic Development Plan, related Supplementary Planning Guidance documents, general planning correspondence relating to the aforementioned and associated business continuity planning; together with
- b) the National Park Management/Partnership Plan preparation and monitoring

Why we need your information (purpose of processing)

We collect and use your personal information to maintain a contact list so that we can perform the legal duties we need to:

- a) In order to notify you of consultations and key stages in the preparation of the Local Development Plan, Strategic Development Plan and associated Supplementary Planning Guidance document and monitoring Local Development Plan implementation, as required by planning legislation;
- b) In order to notify you when preparing and consulting on the National Park Management/Partnership Plan and monitoring its delivery as required by the Environment Act 1995.

The legal basis for processing your information is to comply with our legal obligations under the Planning and Compulsory Purchase Act 2004 and the Planning (Wales) Act 2015, also the Town and Country Planning Local Development Plan (Wales) Regulations 2005 as amended in 2015, plus the Environment Act 1995 and any other relevant legislation.

The information that you provide will be processed according to the UK General Data Protection Regulation, the Data Protection Act 2018.

Your data will be secure and confidential at all times and we will only collect the personal information that is required for the above purposes.

What personal data is being collected?

In order to register your details on the contact list the following is required: name, email address, post code, postal address (when requesting paper notifications), English or Welsh communication preference.

When making representations at consultation stages personal details including name, email address and postcode will be collected. The representation must state the specific part of the plan to which your representation relates, whether you support or object and any suggested changes.

When you submit potential development sites for consideration for inclusion in the Local Development Plan, information of any legal covenants relating to the land or financial viability information may be required. Details relevant to the site such as access, infrastructure etc may be provided.

This personal data may be collected:

- When you complete an online questionnaire
- When you talk to us on the phone, email or send us a letter
- When you use our website

What is our lawful basis for processing your personal data?

The UK General Data Protection Regulations (UK GDPR) requires specific conditions to be met to ensure that the processing of your personal data is lawful. These relevant conditions are below:

- Article 6 (1)(e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

Who will we share your information with?

We may share your personal information internally with relevant departments within the Authority but only for specified purposes.

Representations made in response to consultations will be published on our website. Personal data consisting of individuals names, addresses, email addresses will be redacted.

We may need to share your personal data externally with other organisations and third parties in order to fulfil our statutory and non-statutory planning obligations. When doing so, we will ensure appropriate due diligence is undertaken and Data Processing or Sharing Agreements are in place. We will not make any disclosures to third parties for marketing purposes. We may share your formation for the following reasons:

- Data may be shared with Pembrokeshire County Council or other local planning authorities when joint consultations are undertaken.
- In some cases we may consult colleagues in Pembrokeshire County Council as they are the local authority for housing, highways, education, waste and public protection and can provide information relevant to the formulation of policy. Statutory consultees may be consulted on site specific matters.
- Any person who has submitted a duly made representation to the deposit LDP has a right to appear at the examination, although it will be for the Inspector to consider the value added by allowing an appearance, as opposed to relying on written evidence. Personal contact details may be shared with Planning and Environment Decisions Wales (PEDW) who appoint an Inspector to examine the Local Development Plan. Information may also be shared with the Programme Officer works under the instruction of the appointed inspector

to manage the administrative elements of the LDP examination, including liaising with individuals or organisations who have submitted a duly made representation.

- Consultants and other third party providers who have been commissioned by the Authority to undertake specific work. The Authority would ensure all third parties are subject to applicable contractual terms and agreements. We use data processors (third parties) who provide services to us in terms of IT provision and disaster recovery. We have contracts in place with these data processors and they cannot do anything with your personal information unless we have instructed them to do it. They will hold your data securely and your personal information will only be shared in accordance with UK GDPR. When it is necessary for your personal information to be transferred outside of the UK as part of these contracts, this will only be done in accordance with the UK GDPR.

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud/crime or auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information will be shared with Pembrokeshire Coast National Park Authority's Internal Auditors and with The Auditor General for Wales (Audit Wales Privacy Notice).

If you choose not to give personal information

If you choose not to give personal information you will not be registered on the contact list and will not be informed or notified by the Authority of planning policy tasks or those relating to the Management/Partnership Plan for the National Park. This may prevent or delay the Authority in meeting our procedural requirements.

How long do we keep hold of your information?

The National Park Authority will retain the information provided to us for 25 years, however it will be possible to dispose of much of the more general correspondence around the earlier plans well in advance of that. For general enquiries relating to planning policy, we will retain it for the period of preparing the replacement Local Development Plan 3 and until review of the adopted LDP 3. You will then be contacted to ask if you wish to remain on the contact list and if we do not hear from you, your details will be removed.

Duly made representations made in relation to the LDP, once submitted to the Authority it would remain as part of the record of the consultation.

Your information will be securely disposed of once it is no longer required. You can email us at any time to request that your details are removed from the LDP consultation database so you would no longer receive notifications regarding

planning policy or the Management/Partnership Plan. Email: devplans@pembrokeshirecoast.org.uk or write to us at: Strategic Policy Team, Pembrokeshire Coast National Park Authority, Llanion Park, Pembroke Dock, Pembrokeshire, SA72 6DY.

Your Rights

Under the UK General Data Protection Regulation and Data Protection Act 2018, you have rights as an individual including:

- The right to be **informed**
- The right to **Rectification** – you have the right to ask to have your information corrected.
- The right to **Erasure** - you may request that we erase your personal data however, this would mean you no longer receive notifications from the Authority regarding Planning policy and the Management/Partnership Plan for the National Park. Once a duly made representation has been submitted to the Authority it would remain as part of the record of the consultation. We will seek to comply with your request but may be required to hold or process information to comply with procedural requirements.
- The right to **Restrict** processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our procedural requirements.
- The right to **data portability**
- The right to **Object** – this is not an absolute right and will depend on the reason for processing your personal information.
- The right to not be subject to **Automated decision making and profiling**.
- The right of **Access** – you have the right to ask us for copies of your personal data. To make a request, please contact:

Administration and Democratic Services Manager

Pembrokeshire Coast National Park Authority

Llanion Park

Pembroke Dock

Pembrokeshire

SA72 6DY

Email: adminanddemocraticservices@pembrokeshirecoast.org.uk

Telephone: 01646 624800

Complaints or Queries

The Pembrokeshire Coast National Park Authority endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Data Protection Officer
Pembrokeshire Coast National Park Authority
Llanion Park
Pembroke Dock
Pembrokeshire
SA72 6DY
Email: DPO@pembrokeshirecoast.org.uk
Telephone: 01646 624800

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office – Wales
2nd Floor, Churchill House
Churchill Way
Cardiff
CF10 2HH
Email: wales@ico.org.uk
Telephone number: 0330 414 6421

Changes to this privacy notice

We keep our privacy notice under regular review.