



Privacy Notice Local Plan Consultation

Who Will Be Responsible For My Data Once It Is Collected?

Warrington Borough Council

Why Do You Need My Information?

Planning laws set out the requirements for consultation in relation to Local Plans as defined by the Town and Country Planning (Local Planning) (England) Regulations 2012 (“the Regulations”). Consultation also has to be undertaken in line with the Council’s Statement of Community Involvement (SCI) and the Planning Inspectorate’s Procedure Guide for Local Plan Examinations.

Representations to the Local Plan under Regulation 19 of the Regulations are submitted along with the plan and accompanying documentation to the Secretary of State so that, through Examination in Public, a Planning Inspector can decide whether a Local Plan is ‘sound’ or whether representations raise issues which may render the plan unsound or require changes to be made.

What Type of Information Will Be Processed?

The Planning Inspectorate require us to make representations available with names and addresses fully included. This is to ensure that the Inspector and all other participants in the examination process are able to know who has made representations on the Local Plan. The Planning Inspectorate believe this is necessary to ensure an effective and fair examination.

The Planning Inspectorate also require your email address and / or phone number to ensure they are able to contact you with details of the Examination.

In order to meet statutory and Planning Inspectorate requirements, the Council will:

- Make all representations available for inspection at Warrington Borough Council’s Office with names and addresses included in full.
- Provide all representations when required to the Planning Inspectorate with names and addresses included in full, together with your email address and / or phone number.
- Make all representations available on our web site, but in doing so we will only publish your name and postal town.

If you are represented by an agent, we will usually send any notifications to them unless you have specifically asked to be contacted directly.

Your data will not be used for marketing or automated decision purposes. Notifications may be sent to you to provide updates on local plan consultations and related documentation.

Do I Have To Provide This Information And What Will Happen If I Don’t?

Your representations on the Local Plan cannot be registered or used for the purpose of the development of planning policy if you do not provide your personal information.

If you do not provide your full address, or do not want us to make your full address publicly available, this is likely to mean that your representation will be given less weight by the Planning Inspector during the examination process.

Anonymous responses are not accepted.

How Long Will You Keep This Data For And Why?

We only keep this data for the time specified in our retention schedule or as required by law.

How Will My Information Be Stored?

If you participate in an online survey your responses are stored on UK based servers by the online account service that we use 'Smart Survey' – please refer to their Privacy Policy [here](#)

Online survey data, once downloaded is stored securely on council servers and accessed by a restricted number of key staff all of whom undertake regular training about Data Protection.

Any email correspondence, and scanned copies of letters received by post, will also be stored electronically on the Planning Policy team's filing system. Hard copies are often required during examinations but will be destroyed using confidential disposal when no longer needed.

You may have your details and representations removed at any time from this database by contacting localplan@warrington.gov.uk

What Rights Do I Have When It Comes To My Data?

Under the General Data Protection Regulation, you might have more rights about what happens with your data. As different rights apply in different situations each request will be assessed on a case by case basis

You have the right under the Data Protection Act 2018 (General Data Protection Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To request a copy of your data or ask questions about how it is used, please look at our [webpages on Requests for Information](#).

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you are not satisfied with how your request has been dealt with, or if the information held about you is incorrect, you should email or write to Warrington Borough Council outlining your concerns.

If you then wish to make a complaint then please contact us using one of the methods below:

- Use the [online complaints form](#)
- Email us at contact@warrington.gov.uk
- Phone us on: 01925 443322
- Write to us at: Contact Warrington, PO Box 5, New Town House, Warrington WA1 2NH
- Visit us at: Contact Warrington, 26-30, Horsemarket Street, Warrington WA1 1XL

You also have the right to complain to the Information Commissioner's Office using the following details: -

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone: 0303 123 1113
Website: www.ico.org.uk

Will This Information Be Used To Take Automated Decisions About Me?

No, the information will not be used to take any automated decisions.

Will My Data Be Transferred Abroad and Why?

No your data will not be transferred abroad