
Hart District Council Neighbourhood Planning Privacy Notice

Information held about you

Planning legislation and regulations (the [Town and Country Planning Act 1990](#), [Planning and Compulsory Purchase Act 2004](#) and [The Neighbourhood Planning \(General\) Regulations 2012](#) (as amended), require Hart District Council to make publicly available the details of representations submitted as part of a neighbourhood plan consultation.

When you submit a representation to us as part of a neighbourhood plan consultation these are kept as part of the public record. We have a statutory duty to make them available for any member of the public to see on this website. This includes documents and consultation responses received in paper format, which we scan and keep electronically.

It is necessary for us to collect and hold personal information about you. This information will include:

- Basic details about you such as name, organisation (if applicable), address and email address
- Details of representations you have made during periods of any neighbourhood plan consultations
- Your internet Protocol (IP) address, and details of which version of web browser you used
- Information on how you use the site, using cookies

Details such as signatures, postal addresses, personal telephone numbers and email addresses are redacted before being published on the website.

Cookies

Please read our Cookie Policy (<https://www.hart.gov.uk/cookies>) for information on how and why we use Cookies.

Who is processing your data

All personal data held, is processed in accordance with data protection law. The data controller for the information outlined in this privacy notice is Hart District Council.

How we will use the information we hold about you

We will collect information about you (where applicable) to:

- Tell you if your representations lead to further queries from the examiner as part of the plan making process
- Tell you when the Neighbourhood Plan is made by the Council if you indicate that you wish to be advised of this on the representation form

How the law allows us to use your information

The legal basis for processing the data is our legal obligation under [The Neighbourhood Planning \(General\) Regulations 2012](#) (as amended).

Who we will share your information with

We may share your information with partner organisations, including:

- The parish/town council producing the neighbourhood plan to which you have commented on – this would be a redacted copy of comments showing just your name and comments
- The examiner appointed to assess the neighbourhood plan in accordance with the regulations.
- Relevant staff if required as part of the Neighbourhood plan process

We will not normally share your information with other organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. We will only share the minimum information for the purpose, on a need to know basis and with appropriate individuals.

How long we keep your personal information

We will only keep your information for the minimum period necessary. This will be 6 weeks after the Plan is formally 'made' (or 1 year for statutory consultees), or the duration of any legal challenge if longer. All information will be held securely.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information is amended if incorrect.

For more information on your data protection rights, including how to make a request, visit [Hart's data protection](#) webpage.

Providing accurate information

It is important that we hold accurate and up to date information about you to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please contact the Planning Policy Team at planning.policy@hart.gov.uk so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact the Planning Policy Team at planning.policy@hart.gov.uk in the first instance.

You can also contact the Information Governance Officer, Hart District Council, Harlington Way, Fleet, GU51 4AE or email data.protection@hart.gov.uk. You can find more information about data protection and how it applies to you on the [Information Commissioner's Office website](#).