

## **Local Development Plan Privacy Notice**

The purpose of this privacy notice is to detail how Ards and North Down Borough Council ('the Council') will process your personal information and meet its legislative responsibilities under the General Data Protection Regulation, the Data Protection Act 2018 and any successive data protection laws.

### **Why is the Council processing your personal information?**

This Privacy Notice covers the preparation and development of the Local Development Plan only. The Council will process the personal information you provide:

- To enable the preparation of the Council's Local Development Plan;
- To facilitate public participation in the Local Development Plan process as well as other section functions such as Community Development;
- To send you updates and/or notify you about changes in the process;
- To seek clarification on any matters you have raised with the Council; and
- To fulfil its responsibilities to comply with any applicable legislation.

### **What categories of personal data is the Council processing?**

The Council will process the following personal information:

- Personal Information: Name, address, phone number, email address and signatures.

In some instances, the Council may be required to process information which falls within the definition of special category information. This will be relevant and applicable where you have provided this information to the Council in a representation, consultation response and/or general correspondence.

The following information is defined as Special Category:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership;
- processing of genetic data;
- biometric data for the purpose of uniquely identifying a natural person;
- health;
- sexuality and or sexual health.

As a general rule, processing of the types of data listed above is prohibited. However, under certain exemptions, the Council may be allowed to process sensitive personal data, when for example:

- you have made your sensitive data manifestly public;
- you have given your explicit consent; or
- there is a law which governs a specific type of data processing for a specific purpose related to public interest or health.

### **Where will the Council get your personal data?**

The Council will process personal information you provide to it in your written or electronic submissions and communications with the Council.

### **Will the Council share your personal data with anyone else?**

Your information will be held securely by the Council and may be shared internally with relevant Council officers, but only when there is a lawful reason to do so.

You should note, however, information you provide will be shared with the Department for Infrastructure (DfI) and an Independent Examiner (a third party) as part of the submission of the Local Development Plan for Independent Examination. A Programme Officer will also have access to this information during the Independent Examination stages of the Plan preparation.

If the Council receives an enquiry under the Freedom of Information Act (FOI) or the Environmental Information Regulations (EIR) it will only disclose your information in accordance with the relevant legislation.

Please note that your name, address, telephone numbers, email address and signature will not appear on the internet or be given out in response to a telephone enquiry, but it will be held on the Council database.

### **How long will the Council hold my information?**

General correspondence and consultation submissions will be held by the Council for a period of 10 years from the production of the Consultation Summary Report, when it will be reviewed for destruction.

Consultation submissions which are contained in the Summary Report will remain in that report until the production of a succeeding Local Development Plan.

### **Information in the public domain**

As stated on the submission questionnaire, elements of your submission may be made publicly available in the summary report. This will not, however, contain any identifying information.

### **Does the Council transfer your personal data to other countries?**

Your information will not be transferred to another country. However, anyone with internet access may view anonymous representations contained in the summary report.

### **Local Development Plan: Representations Database**

Under the Planning (Local Development Plan) Regulations (Northern Ireland) 2015 the Council is legally obliged, during the Plan preparation, to make the following documents available for public comment:

- Preferred Options Paper;

- Plan Strategy; and
- Local Policies Plan.

Representations, received during the public consultation stages of the Plan Strategy and Local Policies Plan, must be made available for public inspection, both in hard copy, and on the Council's website. Your name, address, telephone number, email address and signature will not, however, be made public.

As stated, this information will be shared with the Department for Infrastructure (DfI) and an Independent Examiner (a third party) as part of the submission of the Local Development Plan for Independent Examination. A Programme Officer will also have access to this information during the Independent Examination stages of the Plan preparation.

DfI, the Programme Officer and the Independent Examiner will, upon receipt, be responsible for the processing of your data in line with prevailing legislation.

### **Your rights and responsibilities**

Please ensure that the information you submit is accurate and correct. Do not include personal information about third parties (including family members) unless you have told the individual concerned and they agree to it being supplied.

Tell us as soon as possible if any of the personal information you have provided changes.

Documents submitted as part of a representation and/or correspondence may be subject to copyright law, even if they have been available on the internet. You should only use such documents for personal research purposes. The Council, in making the documents available, does not constitute permission for you to breach any copyrights that may exist on them.

### **What rights do you have and how do you complain?**

For further information on your rights please visit the Council's Privacy section of its website at <https://www.ardsandnorthdown.gov.uk/privacy-and-cookies>. Alternatively, you may wish to contact the Council's Data Protection Officer at:

**Post:**

Data Protection Officer  
Ards and North Down Borough Council  
Town Hall, the Castle,  
Bangor  
County Down  
BT20 4BT

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

**Tel:** 0300 013 3333