

This Privacy Notice covers the preparation and development of the Local Development Plan only.

The type of personal information we collect

We currently collect and process the following information:

- name, address details, phone number, email address and signatures.

Why we collect your personal information; how we manage and use this information.

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

We use the information that you have given us in order to:

- 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.

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) We have a legal obligation.

(b) We need it to perform a public task.

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 (POP);
- Plan Strategy (PS) ; and

- Local Policies Plan (LPP).

Representations (that is, responses submitted to the public consultation) 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.

We may share this information internally with relevant Council officers, where the business and legal framework requires or allows it.

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.

How we store your personal information

We shall only retain your data for as long as is necessary to process your representation and/or correspondence as part of the Plan preparation or for the purposes of other functions required by this section of the Council. Your information will be disposed of in a secure manner when no longer needed. The periods for retention of information, specifically relating to Planning, are specified in the Council's Retention and Disposal Schedule.

Go Vocal Platform (online form)

The Council uses Go Vocal as a platform for digital engagement and as a means to submit representations. Personal data will be securely stored by Go Vocal.

As part of using the Go Vocal platform to submit a representation, if you provide permission by accepting cookies on the Platform, Go Vocal and its third-party processors acting on its behalf collect information about the usage of the Platform to assess its proper functioning and security. As a result, Go Vocal may collect technical information such as your IP address and browser details. Go Vocal may also gather usage data to improve its services. You can opt out of this collection at all times in your Cookie Settings.

GoVocal has a Privacy Notice that can be found here on the [Go Vocal website privacy page](#).

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.

Complaints

If you have any concerns about our use of your personal information, you can make a complaint to us.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO contact details are as follows:

- ICO website: www.ico.org.uk
- ICO self-service portal: <https://ico.org.uk/make-a-complaint/>
- Helpline: 0303 123 1114