

Local Development Plan Privacy Notice

This privacy notice relates to the Council's Local Development Plan only and its purpose is to let you know how we will look after your personal information. It contains the standards you can expect when we ask for, or hold, your personal information. The notice also explains our information management (security) policy.

Why are we processing your personal information?

- To enable the preparation of the Council's Local Development Plan;
- To facilitate public participation in the Local Development Plan process;
- To ensure compliance with applicable legislation;
- To update you and/or notify you about changes; and
- To answer your questions.

Please note that when you make a representation (or counter-representation) to the Local Development Plan your personal information (with the exception of personal telephone numbers, signatures, email addresses or sensitive personal data) will be made publicly available on the Council's website.

What categories of personal data are we processing?

- Personal Information: Name, address, phone number, email address and signatures.
- Special Categories: we may, in some instances, process data falling under this category, particularly where it relates to a representation and/or correspondence you have submitted.

The following Special Categories of personal data are deemed 'sensitive' and are given specific protection under current legislation:

- 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;
- sex life or sexual orientation.

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 do we get your personal data from?

- Information provided by you in writing, including your name, address, contact details and signature; and
- Information provided by you as part of our online registration or public consultation process, such as your name, address and email address.

Do we share your personal data with anyone else?

- Your information will be held by the Council.
- Your information may be shared with relevant Council Officers, where the business and legal framework requires or allows it.
- Your information may be shared with consultants for work commissioned by the Council.
- We may share your personal data with Government bodies, for example, during the preparation of the Local Development Plan and the Independent Examinations into the Plan documents (Preferred Options Paper, Plan Strategy and Local Policies Plan).
- No personal information you give us will be used for commercial purposes.
- If we receive an enquiry under the Freedom of Information Act (FOI) or the Environmental Information Regulations (EIR) we 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 be given out in response to a telephone enquiry.

Do we transfer your personal data to other countries?

Your information will not be transferred to other countries. However anyone with internet access may view the representations received.

Local Development Plan: Planning Section Community Involvement Form

You may have submitted information, via the Planning Section Community Involvement Form, to be kept informed regarding any Local Development Plan updates we issue.

In providing your information to us via this form, you have agreed to the Council contacting you via your preferred method of contact. However, you may change your contact preferences at any time by submitting a new form at:

<https://antrimandnewtownabbey.gov.uk/residents/planning/local-development-plans/>

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 (including counter-representations), must be made available for public inspection, both in hard copy, and on the Council's website.

Please note that where representations are made available on the Council's website that we will redact personal telephone numbers, signatures, email addresses and any sensitive personal data. Copies of all representations will be provided to 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 IE stages of the Plan preparation.

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

The Local Development Plan will be accompanied by a number of assessments that are also open to public comment. Please note that, when you make a response to any of these assessments, as with representations on the Plan itself, this information may be made publicly available (with the exception of personal telephone numbers, signatures, email addresses or sensitive personal data on our website) or passed to third parties including consultants appointed by the Council such as the Shared Environmental Services as well as Government Departments and any appointed Independent Examiner.

How long do we keep your personal data?

We will 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 are specified on page 9 of the Council's Retention and Disposal Schedule.

<https://antrimandnewtownabbey.gov.uk/council/freedom-of-information/>

What rights do you have? How do you complain?

The Council's GDPR Privacy Statement outlines your rights in relation to personal data being processed by the Council and information on how to complain.

<https://antrimandnewtownabbey.gov.uk/gdpr/gdpr/>

Information/Computer Security

Cookies and IP Addresses

Cookies are small computer files that help websites run effectively. An IP address is a number assigned to your computer by your Internet Service Provider (ISP), so you can access the internet.

Cookies are used on our website to manage access to the site and to help improve your user experience. In order to operate effectively, our cookies may record your IP address. We will not capture any other information from your use of the website, though we may link it to other data you have supplied to us. We use our own cookies as well as third-party cookies, which are used to generate statistical information. For more information see the Council's Cookie Statement at: <https://antrimandnewtownabbey.gov.uk/cookie-policy/>

You can prevent the setting of cookies by adjusting the settings on your internet browser (see your browser 'Help' for assistance). Please be aware that disabling cookies may affect the functionality of the websites that you visit. For more information: <http://www.allaboutcookies.org> .

Information and security

Your attention is drawn to the fact that any information carried over the Internet is not secure; information can be intercepted, lost, redirected, changed and read by other people. Any transmission is at your own risk.

Once we have received your information, we will use strict security policies, controls and technical measures to protect the personal data from:

- unauthorised access;
- improper use or disclosure;
- unauthorised modification; and
- unlawful destruction or accidental loss.

Monitoring of email

We may monitor your email and other online communications with us (this includes any member of staff). Any such monitoring will take place in accordance with prevailing legislation. All our employees, processors and sub processors who have access to and are associated with the processing of personal data, are obliged to ensure compliance with prevailing legislation and respect the sensitivities surrounding your personal data.

Disclosure of information

Antrim and Newtownabbey Borough Council is comprised of a number of internal departments who work very closely in carrying out the Council's business functions. As such, personal data may be internally shared when there is a necessary and legitimate need to do so.

Links to other websites

This site may contain links and references to other websites. Please note that this privacy notice **does not apply** to those websites and we encourage you to read the privacy notice of every website you visit.

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 should change.

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.

Notification of changes to our privacy notice

We will post details of any changes to our privacy notice on this website to help make sure you are always aware of the information we collect, how we use it, and in what circumstances, if any, we share it with other parties.

Council Website and databases

The Council's website: <http://www.antrimandnewtownabbey.gov.uk/Home> and associated databases are owned and managed by the Council.

When you use this site, you agree to the collection, use and disclosure of that information, in accordance with this Local Development Plan Privacy Notice and the Council's overall Privacy Statement (where relevant).

Data Controller:

Name: Antrim and Newtownabbey Borough Council

Address: Antrim Civic Centre
50 Styles Way
Antrim
BT41 2UB

Telephone: 028 9446 3113

Data Protection Officer:

Email: DPO@antrimandnewtownabbey.gov.uk

Telephone: 028 9446 3113

This privacy notice was last updated on 28 June 2019.