

Antrim and Newtownabbey Borough Council – Planning Section

This privacy notice is to let you know how the Council will look after your personal information which we collect from you for the purpose of processing planning and associated applications. This is in accordance with the Planning Act (NI) 2011 and related subordinate legislation which entitles the Council to carry out this process. All information collected and processed may be subject to audit.

The Department for Infrastructure and the 11 Northern Ireland Councils are joint Data Controllers under the General Protection Regulations (GDPR) for the personal data gathered to enable the processing of applications for any permission, consent, approval or determination; enforcement cases; or Tree Preservation Orders. Our lawful basis for processing the data is the compliance with a legal obligation under the Planning Act (NI) 2011.

The Department for Infrastructure & NI Councils Planning Privacy Notice can be viewed at: <https://www.planningni.gov.uk/index/privacy.htm>

Antrim and Newtownabbey Borough Council also operates an Open File Policy with regard to planning applications. This means that you can view planning application files by appointment at the Council Offices during normal working hours. When making an appointment the Council will only hold personal contact details such as your name, contact telephone number or email address for the purpose of the appointment. These details will not be retained when the appointment has taken place and any follow up action which may have been agreed, such as the provision of photocopies of documentation, has been concluded.

Information on the file relating to the development proposal including any letters of support or objection will be open to view without redaction. Information relating to legal and policy advice or information considered to be commercially sensitive or personally sensitive such as medical information may be withheld under the relevant governing legislation i.e Data Protection Act, Freedom of Information Act 2000, Environmental Information Regulations 2004.

The Council may also process the information for research purposes carried out in the public interest. All information will be held in accordance with the Council's Retention and Disposal Schedule and will be disposed of securely when no longer required <http://www.antrimandnewtownabbey.gov.uk/Council/Freedom-of-Information>

You have a number of rights with regard to data we hold on you – for further information see the Information Commissioner's website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. If you wish to

raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

Data Protection Officer
Antrim Civic Centre
50 Stiles Way
Antrim and Newtownabbey Borough Council BT41 2UB
T: 028 94 463113
E: DPO@antrimandnewtownabbey.gov.uk

If you are not satisfied with our response, or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO)