



# COUNCIL OF THE ISLES OF SCILLY

Town Hall, The Parade, St Mary's, Isles of Scilly, TR21 0LW

☎01720 424455

✉[planning@scilly.gov.uk](mailto:planning@scilly.gov.uk)

## Privacy Notice for Planning Applicants

### Privacy Notice

Under the General Data Protection Regulations (GDPR), the Council of the Isles of Scilly has a mandatory obligation to explain its Privacy Policy under a Privacy Notice of 'what', 'how', 'where', 'why' and 'when' we process your personal data.

#### Who will control my data?

The Data Controller for all the information you provide on this form is the Council of the Isles of Scilly, Town Hall, St Mary's Isles of Scilly TR21 0LW. Data Protection Registration Number: Z5715100

#### There is something I do not understand

If you need help or have any questions about completing the application form or supporting information please contact the Planning Department on 01720 424455 or email [planning@scilly.gov.uk](mailto:planning@scilly.gov.uk)

#### What will my information be used for?

The information you provide will be used to process the planning application submitted. We will process the information you provide at the time of the submission. If your information is not accurate please contact the planning department on 01720 424455 or email [planning@scilly.gov.uk](mailto:planning@scilly.gov.uk)

#### How we will use the information about you?

All planning applications received by the Council of the Isles of Scilly are processed in accordance with the [Town & Country Planning Act 1990](#).

The information provided will be used by the Council of the Isles of Scilly in order to register, validate and determine the planning application submitted. This information will be made available on the public register and uploaded to our website, which will include yours (and the agent's where relevant) name and address. Any personal contact details, signatures and financial information will be redacted from public view, but will be kept on our planning system which will be available to our planning officers. Any medical information submitted which is not from an official medical professional will be rejected and deleted. It is unlawful for us to process medical information without a legitimate reason to do so.

Your information may be used to contact you regarding your application for the following reasons:

- If any clarification or further information is required on the application
- If the application is withdrawn
- If the application is revised
- Once a decision has been made
- If the application is being taken to committee
- If an appeal is logged

#### Who else will we share your information with?

We will only use the information you provide in conjunction with your planning application. Your information, excluding personal contacts and signatures, will be shared with both statutory and other external consultees such as Infrastructure, Environmental Health, the Environment Agency and Natural England. This is a statutory requirement under the [Town & Country Planning Act 1990](#)

### **How will my data be held?**

Your data will be held within the Council of the Isles of Scilly secure network and premises and will not be processed outside of the EEA. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice. Please note that anyone who has access to the internet can view the planning applications online

### **How long will you keep this information for?**

All planning applications are held on a public register and will not be deleted as they will be used for historical searching on properties; this is for decisions, permitted development rights, and for conditions and monitoring purposes. Any documents accompanying planning applications which are not part of the statutory register may be destroyed.

### **What are my data rights?**

Your personal information belongs to you and you have the right to:

- be informed of how we will process it;
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way);
- have it amended if it's incorrect or incomplete;
- have it deleted (where we do not have a legal requirement to retain it);
- withdraw your consent if you no longer wish us to process;
- restrict how we process it;
- object to us using it for marketing or research purposes;
- object to us using it in relation to a legal task or in the exercise of an official authority;
- request that a person reviews an automated decision where it has had an adverse effect on you.

### **How do I exercise these rights?**

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Simon Mansell  
Data Protection Officer Council of the Isles of Scilly  
C/O Information Governance  
4<sup>th</sup> Floor, North Wing  
County Hall  
Truro  
TR1 3AY  
Tel: 01872 326424 Email: [dpo@cornwall.gov.uk](mailto:dpo@cornwall.gov.uk)

### **I don't agree with something**

We would prefer any complaints to be made to us initially at the Planning Department, Council of the Isles of Scilly, Town Hall, The Parade, St Mary's, Isles of Scilly TR21 0LW so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office Tel No. 0303 123 1113 <https://ico.org.uk/concerns/>