



COUNCIL OF THE ISLES OF SCILLY

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

☎01720 424455

✉planning@scilly.gov.uk

Privacy Notice for Representations on Planning Applications

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 in order to make your representation please contact the Planning Department on 01720 424455 or email planning@scilly.gov.uk

What will my information be used for?

Your information will be used by the Council of the Isles of Scilly in order to determine an application for planning permission. Any representations received will be published on our website, which includes your name and address. Any personal details, email address, signatures and contact numbers will be redacted from public view, but we will hold them on our planning system which is available to Planning Officers. This information will be used to contact you regarding the application for the following reasons:

- If the application is revised
- If an appeal is logged

Who else will we share your information with?

We will only use the information you provide in conjunction with a planning application. The information will be made available on the relevant planning application file at the Council offices and online on the Council website where they will be available for the public and the applicant to view.

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 such as representations 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
4th Floor, North Wing
County Hall
Truro
TR1 3AY
Tel: 01872 326424 Email: 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/>