

## **Data Protection Privacy Notice**

Service: Local Plan  
Team: Development Management  
Processing activity: Hosting virtual local plan hearings

### **The Data Controller**

East Devon District Council's Planning Service  
Address: Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ. Contactable by emailing [csc@eastdevon.gov.uk](mailto:csc@eastdevon.gov.uk) or by calling 01404 515616.

### **The Data Protection Officer**

Contactable by emailing [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk)

### **Obtaining your personal information**

We will obtain personal information about you by email, in writing or by telephone contact before the hearing in order to manage your participation. This data will consist of your name, address and contact details.

Your voice may be recorded if you speak during the hearing and also your image if you enable your camera. Your name will be recorded when you are invited to speak and (if your camera is enabled) will be shown on the video wall during the meeting

### **Processing your personal information**

Your personal information is being processed for the purpose of considering your representation and comments in relation to an examination of the local plan through a virtual hearing. The hearing will be hosted through Zoom and streamed live on YouTube. Your contact details will be used by the local planning authority (EDDC) to manage and facilitate your request to participate.

We are processing this personal data on the basis of public task and under the Planning Act 2008; the Planning and Compulsory Purchase Act 2004; the Town and Country Planning (Local Planning)(England) Regulations Act 2012; and other relevant legislation

### **Who will receive or see my personal information?**

Your personal information will be available to be seen by those within the relevant service and within support services (such as the Legal and Finance Teams and third party payment handler) where necessary to carry out the purpose.

Your identity (name, image and voice) will be made public by virtue of your attendance and contribution to the virtual local plan hearing. Your representation will be shared with the Planning Inspectorate for the purposes of conducting the local plan hearing.

It may be possible for other parties to see the email address or phone number that you use to join the virtual hearing and you may wish to check your individual settings prior to joining to avoid any unintended disclosure of your personal information.

Representations will be published on the council's website. This will include your name and address but contact details and signatures will be redacted.

Your personal information will be stored securely within our IT system and will not be accessible to anyone else, including other services within the Council, unless detailed above.

## **Retention**

All your personal information will be held by us only for as long as is necessary and then in accordance with any legal requirements imposed upon us and the Council's retention schedule.

Where your voice and / or image is recorded it will be kept until 3 months after adoption of the Cranbrook DPD or at the conclusion of any legal proceedings arising.

For more information please go to our website to view our [Retention schedule](#)

## **Transferring personal information outside of the EU**

Your personal information will not be transferred outside the EU or to any international organisations by the Council. It should be noted that the Council has no control over those accessing the screening through YouTube.

## **Your rights**

Whatever our use of your personal information you have the right of access to that personal information (this means confirmation that we are using your personal information, access to it as well as other detail) and the right to seek rectification if the information is inaccurate.

Because we are using your information on the basis of public task and legal obligation then you also have the right to object and the right to restrict processing.

Also, if you object to our use of your personal information and there is no overriding legitimate interest for us to continue using it or we have used your personal information unlawfully or it is no longer necessary for us to have the personal information, the right to erasure is also available to you.

Details on each of these rights and to how you exercise can be found on our website in the [Your Rights](#) pages.

## **Complaints**

If you are dissatisfied with the way the Council has used your personal information then you may wish in the first instance to make a complaint to the Data Protection Officer. This can be done by;

Writing to: Data Protection Officer, Information and Complaints, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

You can also email: [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk) or call 01395 517417.

Alternatively, or if you remain dissatisfied following your complaint to the Data Protection Officer, you may lodge a complaint with The Information Commissioner. The Information Commissioner is the UK's independent body set up to uphold information rights. The ICO can help and advise you on all matters relating to data protection.

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF