

Council Service	Planning and Development
The reason we use your data	Ipswich Borough Council is the data controller for Planning and Development services. We have a lawful obligation to process your personal information for a range of statutory and service-related purposes, including but not limited to: • Statutory requirements (e.g. reporting to Government and maintaining public registers) • Service delivery, improvements, and planning • Regulatory, licensing, and enforcement functions • Prevention and detection of crime • Financial transactions • Communication and marketing • Local Plan preparation and monitoring • Call for Sites • Housing Land Supply Statement • Supplementary Planning Documents • Conservation Area Appraisals and Management Plans • Design guidance, including Design Codes • Self-Build and Custom Build Register • Brownfield Land Register • Keeping residents and stakeholders informed about the preparation of planning documents This list is not exhaustive.
What data do we collect about you	Personal details are collected as required. These may include: • Name • Address • Email address • Telephone number • Signature • Date of birth • Nationality • Tenure of current home • Financial information (in the case of the Self-Build and Custom Build Register) This list is not exhaustive.
Why we are allowed to use your data	Article 6(e) - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. Relevant legislation includes, but is not limited to: • The Town and Country Planning Act 1990



	• The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) • The Planning Act 2008 (as amended by Part 6 of the Localism Act 2011) • Planning and Compulsory Purchase Act 2004 • Housing and Planning Act 2016 • The Planning (Listed Buildings and Conservation Areas) Act 1990 • Localism Act 2011 • Environment Act 1995 • Environmental Protection Act 1990 • Wildlife and Countryside Act 1981 • Countryside and Rights of Way Act 2000 • Self-build and Custom Housebuilding Act 2015 • The Self-build and Custom Housebuilding (Time for Compliance and Fees) Regulations 2016 • The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) • The Self-build and Custom Housebuilding Regulations 2016 • The Town and Country Planning (Brownfield Land Register) Regulations 2017 • General Data Protection Regulation • Limitation Act 1980 We will only collect and process the information that we need.
Who we may share your data with (where we have a lawful basis to do so):	Information provided for planning matters is available for public viewing and is published online at: www.ipswich.gov.uk/planning-and-building-control. We may also share your data with: • Elected Councillors • Other Council departments • The Planning Inspectorate (PINS) • Judicial agencies (e.g. courts, tribunals) • The Police • Government departments • Programme Officers • Statutory consultees • Other local authorities • Resilience Forum • The general public (via public registers) • Consultants appointed by the Council or other local planning authorities undertaking joint or aligned Local Plan or Supplementary Planning Document preparation with the Council, in whole or in part.



	• Funding bodies • Contracted software providers supporting our statutory consultation website and Idox systems • Bodies responsible for auditing or administering public funds, including the National Fraud Initiative We may also share your details with other third parties if required by subsequent amendments to legislation. We do not share your personal information with third parties unless lawfully permitted to do so, for example, for the prevention and detection of crime and fraud, or for the collection of taxes.
How long we keep your information for	Personal information is retained in accordance with the Council's Information Governance Framework and the Town and Country Planning Act. • Statutory registers (e.g. planning decisions, approved plans) – not limited • Local Plan, other related documents and Supplementary Planning Documents preparation, including Call for Sites - until superseded • Self-Build and Custom Build Register - not limited (Regulation 10, Self-build and Custom Housebuilding Regulations 2016) • Conservation Area Appraisal and Management Plans - until superseded • Records relating to the creation and implementation of planning obligations – not limited. This list is not exhaustive. A link to the Council's Records Management Policy is provided below: Records Management Policy
Automated decision making	There are no automated decisions made in relation to this service.
When your data gets sent to other countries	Currently, we do not transfer any personal information outside of the European Economic Area (EEA).
How to exercise your rights	The UK GDPR provides you with the following rights: 1. The right to be informed 2. The right of access 3. The right to rectification 4. The right to erasure 5. The right to restrict processing 6. The right to data portability 7. The right to object 8. Rights in relation to automated decision making 9. The right to withdraw consent 10. The right to complain



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	Requests relating to your rights regarding the personal data we hold should be made verbally or in writing to the Data Protection Officer. For more information, please see: www.ipswich.gov.uk/your-council/policies-plans-and-strategies/privacy-notice
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