

**Planning Policy – LUC Landscape Hub Consultation Privacy Policy**

At South Oxfordshire and Vale of White Horse district councils, we understand the importance of ensuring that personal data is always treated lawfully and appropriately and that the rights of individuals are upheld. You have a right to be informed about how and why your personal information is being processed. This document fulfils that obligation and provides specific information relating to how your personal data is collected, used and shared.

The councils are Data Controller and our data privacy pages, [www.southoxon.gov.uk/south-oxfordshire- districtcouncil/about-the-](http://www.southoxon.gov.uk/south-oxfordshire-district-council/about-the-council/privacy/privacy-policy/) [council/privacy/privacy-policy/](http://www.southoxon.gov.uk/south-oxfordshire-district-council/about-the-council/privacy/privacy-policy/) and [www.whitehorsedc.gov.uk/valeof-white-horse-](http://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/about-the-council/privacy/privacy-policy/) [district-council/about-the- council/privacy/privacy-policy/](http://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/about-the-council/privacy/privacy-policy/) set out our obligations under the Data Protection Act 2018 (incorporating the UK General Data Protection Regulation).

We have contracted LUC to conduct this consultation and they are Data Processor on behalf of the councils.

# Purpose of our Processing

LUC has launched an online Landscape Character Consultation Hub for the update of landscape character evidence for South Oxfordshire and Vale of White Horse District Councils.

The overall aim of the project is to inform the councils’ work towards the Joint Local Plan to shape future policies by refreshing existing landscape evidence. As part of this work a new joint Landscape Character Assessment will replace the existing separate studies for South Oxfordshire and Vale of White Horse.

Your feedback will help LUC better understand the local landscapes and what should be done to maintain them, to be presented in the Landscape Character Assessment report.

The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) and the Community Infrastructure Levy Regulations 2010 (as amended) set out our statutory planning requirements.

# How we collect your data

The councils and the appointed contractor will use publicly available databases and contact information to invite key stakeholders to take part in this consultation. We will also publish a press release to publicise the consultation to the wider public.

Your consultation response, alongside any data provided, is collected and stored securely using our contractor’s consultation software provider. For the ‘Comments’ option our contractor’s consultation software provider is “SurveyMonkey”. For comments submitted via the interactive map our contractor’s consultation software provider is ArcGIS online.

To find out more about how Survey Monkey and ArcGIS online use your data see their privacy notices: <https://www.surveymonkey.com/mp/legal/privacy/>and <https://trust.arcgis.com/en/privacy/privacy-tab-intro.htm>

# Lawful basis for processing personal data

We only process your personal data where we have a lawful reason to do so as set out in Article 6 of UKGDPR and we are relying on your consent under Article 6(a).

# Types of personal data being processed

* IP address
* email address
* name

# Who your data may be shared with

We may share the information in your submissions with others involved with Plan Making, such as Neighbourhood Plan Groups, where we have requested to do so, and you have indicated on your response form that you consent to this.

We may also share your personal information when there is a legal duty to do so, or we feel there's a good reason that's more important than protecting your privacy. This doesn't happen often, but we may share your information:

* + in order to find and stop crime and fraud
	+ if there are serious risks to the public, our staff or to other professionals
	+ to safeguard the protection of a child or vulnerable adult

# Publishing your comments and personal details

Comments will be processed and analysed by the appointed contractor and the councils.

Comments submitted may be made public (including online publication) but will be anonymous as we are not collecting names or contact details.

# Sharing data outside United Kingdom

The councils process your data within the UK.

The councils and our contractors are required to ensure the level of protection of your personal data is adequate when processing takes place outside the UK. We ensure there are additional protections on your information ranging from secure ways of transferring data to ensuring we have a robust contract in place with that third party.

# Automated decision making

Neither the councils nor our contracted service provider utilise any automated individual decision-making.

# Data retention

Your data will be stored securely by the councils and, where necessary, the Planning Inspector/Examiner. It will be retained for up to six years after the relevant plan, document or strategy has been adopted.

Our contractor will only process your personal data for the duration of the contract with the council and under instruction from the council as set out in contractual clauses.

# Your rights

You have the following rights over your personal data:

* + to withdraw consent
	+ to ask for the information that we hold on you
	+ to ask us to change information we hold about you if it is wrong
	+ to ask that we suspend processing your data for a short while if appropriate and the right to request that your data is deleted unless we must keep it for legal reasons.

If you wish to exercise these rights or raise concerns regarding this policy, please email the relevant council on foi@southoxon.gov.uk or foi@whitehorsedc.gov.uk.

If you believe we have not handled your personal data as we have described here, please email data.protection@southandvale.gov.uk and your concerns will be fully investigated. If, after we have investigated your concerns, you are not satisfied with our conclusion, you have the right to refer the matter to the Information Commissioner’s Office (ICO), website: [ICO Complaints](https://ico.org.uk/make-a-complaint/data-protection-complaints/data-protection-complaints/)[.](https://ico.org.uk/) Contact details are as follows: Tel: 0303 123 1113 / Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

We reserve the right to update or revise this privacy notice at any time.

*Last updated: 26 July 2023*