

This privacy notice is provided for clarification on what information the council needs in order to enable the council's planning policy section to consider any information, representation or evidence submitted to assist with formulating planning policy.

It is necessary for the council to gather, collect, store and process personal information relating to Planning Policy. Planning Policy includes the Local Plan, Neighbourhood Plans, Economic Development, Parking, Heritage, Trees and Landscape, Stansted airport, Energy and GIS systems. The council puts measures in place to protect the privacy of individuals throughout this process.

As a public authority, Council takes your rights and freedoms seriously and will only release information when required under law or with your consent. Further information about your rights, how to contact the Data Protection Officer, how long information is held or how we process your personal information can be found the [Privacy](#) webpage.

### **Information we may collect**

Information we may collect includes the following:

- Name
- Address + Postcode
- Telephone details
- Emails address
- Business description and activities
- Equalities information including gender, age, disability and ethnic origin

### **Sharing information**

We may share the information with:

- Other departments of the Council
- Other councils
- National organisations such as Natural England, Historic England, Environment Agency, Homes England, Planning Inspectorate etc.
- Government departments such as MHCLG

The council will only keep your information for as long as necessary. Full details of how long the council retains your information can be found in the council's [Document Retention Policy \(PDF\) \[705KB\]](#). After this time your information will be securely destroyed.