

## **Local Review Body Privacy Notice**

### **How to contact us**

Inverclyde Council will act as the 'Data Controller' in regard to the personal data you provide to us. The 'Data Controller' is based at Inverclyde Council, Information Governance, Municipal Buildings, Clyde Square, GREENOCK, PA15 1LY.

### **Data Protection Officer**

If you would like to contact our Data Protection Officer about a data protection matter, please contact the Information Governance Team using the contact details for the Council set out above or by email at [dataprotection@inverclyde.gov.uk](mailto:dataprotection@inverclyde.gov.uk).

### **What information do we need?**

Unless specifically agreed with you, we will only collect personal data about you which does not include any special categories of personal information about you. The information will however include details such as:

- name
- address
- previous address
- date of birth
- email address
- telephone number

### **Why we need this information?**

You are giving the Council your personal information to allow us to make fully informed decisions when carrying out the statutory process in line with 'The Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013', the 2013 Regulations. The Council also uses your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

### **Legal basis for using information**

The Council provides these services to you as part of our statutory function as your local authority. You can find more details of our role on the Council's website.

Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

## **What we will do with your information?**

All of the information we collect from you will be processed by staff in the United Kingdom.

The Council is legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. The Council may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. The Council is also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. The Council will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Your information will be shared with other Council Services, such as Planning, Roads and Legal Services. It will form part of any relevant Report(s) to the Local Review Body in respect of an application to it under the 2013 Regulations and may also be shared with your agent, if applicable, and other bodies, companies or persons from which the Local Review Body may seek further information to enable it to determine an application or with the Court of Session should you question the validity of the decision of the Local Review Body.

The Council analyses your information internally to help us improve the Council services. This data sharing is covered in the Council's full privacy notice on the Council's website. It also forms part of the Council requirements in line with the Council Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

In general the Council does not transfer personal data outside either the UK or the European Union and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EU when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

## **How long will we keep your information?**

The Council maintains a Policy for the Retention and Disposal of Documents and Records Paper and Electronic which sets out how long we hold different types of information for. This is available on the Council's website on the Freedom of Information page where you will find a copy of the documents on the document section or you can request a hard copy from the contact address previously stated above.

## **Your Rights**

When you provide information to the Council, you will have the following rights:

- To withdraw consent at any time, where the "legal basis for using information" specified above is consent
- To request access to your personal data
- To object, where the legal basis specified above is: i) performance of a task carried out in the public interest or ii) legitimate interests
- To data portability, where the legal basis specified above is i) consent or ii) performance of a contract

- To request rectification or erasure of your personal data, as so far as the legislation permits
- To restrict processing in certain circumstances, for example if the information is not accurate

## **Automated Decision Making**

Not Applicable

## **Complaints**

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, 08456 30 60 60, at the Information Commissioner's Office website but you should raise the issue with the Council's Data Protection Officer first.

## **More information:**

For more details on how the Council processes your personal information visit the Council's website and see the Privacy Notice page

If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.