

Article 4 Direction Consultations Privacy Notice

Why we collect information about you

Tewkesbury Borough Council is undertaking engagement with members of the community to seek their views on the proposed article 4 direction at Snowhill.

What information do we collect about you?

1. Contact information.
2. Your response to the Article 4 consultation.

Our legal basis for processing

Under the Data Protection Act 2018 and UK GDPR the Council's lawful basis for collecting information is Public Task (UK GDPR Article 6 (1)(e)) as consultation on proposed planning amendments is a task in the public interest.

Who do we share the information with?

1. The information that you provide can be separated into two types of data a) personal data b) data that relates to your response.
2. Anonymised responses to the consultation will be shared on the council's website.
3. Your personal information will not be shared outside of the council. Any published responses will be redacted to exclude your personal information.

How long do we keep your information?

Information is kept in line with Tewkesbury Borough Council's [data retention schedule](#). Personal information will be deleted no more than 6 months from the closing date of the consultation.

Who do we collect information from?

We collect information from anyone who would like to participate in the consultation exercise.

What are the consequences if we do not collect the data?

If we do not collect the data we cannot conduct the consultation exercise, as we are asking for participants to contact us by email.

Are any decisions about you made by automatic means?

There are no decisions made by automatic means.

Your rights as a data subject

By law, you have a number of rights as a data subject, and this does not take away or reduce these rights.

These rights are:

- Request **access to your personal information** (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request **correction of the personal information** that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request **erasure of your personal information**. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the **restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the **transfer of your personal information** to another party.

All information is processed in accordance with Tewkesbury Borough Council’s data protection policy.

If you wish to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the council’s Data Protection Officer in writing at dpo@tewkesbury.gov.uk, or via post to:

Tewkesbury Borough Council
Public Services Centre
Gloucester Road
Tewkesbury
GL20 5TT

If you are unhappy or wish to complain about how your personal data is used, you should contact Tewkesbury Borough Council's Data Protection Officer in the first instance via email at dpo@teewkesbury.gov.uk.

If you are still not satisfied, you can complain to the Information Commissioners Office. Their website address is www.ico.org.uk and their postal address is:

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

We use appropriate technical, organisational and administrative security measures to protect any information we hold in our records from loss, misuse, and unauthorised access, disclosure, alteration and destruction. We have written procedures and policies which are regularly audited, and the audits are reviewed at senior level.