



## **Planning Department Privacy Statement**

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This statement applies to all personal data processed by the Planning Department in physical or electronic format. This data primarily relates to planning applicants/developers, planning agents/consultants, and persons who engage in making a submission or observation on any aspect of the planning system. The preceding may provide personal data in the course of their engagement with Westmeath County Council in respect of any of the following planning functions:

- Development Management
- Forward Planning
- Planning Enforcement
- Unfinished Housing Development Resolution
- Town Centre Planning Initiatives

### **How will your Personal Data be collected?**

Most of the personal data collected by the Planning Department is obtained directly from applicants, agents, persons making submissions, owners of sites and properties, attendees of workshops, agencies and bodies consulted, and owners or occupiers of properties on the RPS.

However, it may on occasion be necessary for the Planning Authority, in undertaking its functions, to obtain information from other sources such as different sections of Westmeath County Council, the Public Participation Network (PPN) or the Property Registration Authority (PRA).

We always aim to collect the minimum data necessary to achieve the purpose required.

### **What is our lawful bases for processing your Personal Data?**

The legal basis for processing personal data by the Planning Department is mostly contained in the following legislation:

- Local Government Acts 1925 – 2016;
- Planning and Development Act 2000 (as amended);
- Planning and Development Regulations 2001 (as amended);
- Urban Regeneration and Housing Act 2015;
- Planning and Development (Housing) and the Residential Tenancies Act 2016.

There may be a limited number of circumstances whereby the Planning Department relies on consent for the processing of personal data. In such cases, the data subject has the right to withdraw consent to the processing of his or her personal data at any time.

Where special categories of information are being processed the Planning Department will obtain the data subject's explicit consent to such processing unless this is not required by law or the personal data is required to protect the health of the data subject in an emergency

### **Who will your Personal Data be shared with?**

The sharing of personal data with third parties will only occur in circumstances that are permitted by law, such as:

- Partner organisations
- Other state bodies
- Professional bodies
- Legal advisers
- Members of the public

### **How long will we hold your Personal Data?**

The Planning Department's practices in relation to the retention of personal data are guided by the Local Government Management Agency's (LGMA) National Retention Policy for Local Authority Records and any updates that are issued by the LGMA.

### **How will we protect your Personal Data?**

Your Personal Data that you provide us will be securely protected by rigorous measures and procedures to make sure it can't be seen, accessed by, or disclosed to anyone who shouldn't be allowed to see it. We provide training to employees who handle Personal Data and treat it as a disciplinary matter if they misuse or do not look after your Personal Data properly.

**For further information on how Westmeath County Council processes Personal Data and your rights , please refer to WestmeathCounty Council's Main Privacy Statement which can be found on our website <https://www.westmeathcoco.ie/en/ourservices/yourcouncil/privacy/privacynotice/>**

**OR**

**You may contact the Westmeath County Council 's Data Protection & Records Manager at the Council Headquarters on**

**Tel: 044-9332000**

**Email: [dpo@westmeathcoco.ie](mailto:dpo@westmeathcoco.ie)**