

## **PRIVACY NOTICE – PLANNING ENFORCEMENT**

### **Why are we processing your information**

We are processing your information for the purposes of providing you with a service in respect of alleged breaches of planning control. In order to ensure effective enforcement to maintain public confidence in planning system we process personal information as part of the investigation into alleged breaches of planning control.

### **Purpose of processing**

Your information will be used by the Borough of Broxbourne for the purpose of investigating alleged breaches of planning control. This is to ensure that all breaches are investigated, and resolution is reached by negotiation, wherever possible, prior to formal enforcement action.

Your information could also be used to contact the complainant and person(s) with interest in the land for the following reasons:-

1. To request more information about alleged breach
2. To visit relevant site and arrange meetings
3. Provide advice regarding the breach and investigation
4. To serve formal enforcement notices

### **Data Processor**

Planning Services, Borough of Broxbourne, Bishops College, Churchgate, Cheshunt, EN8 9XB

### **Data Protection Officer**

Data Protection Office, Borough of Broxbourne, Bishops College, Churchgate, Cheshunt, EN8 9XB

### **Information security and data sharing**

Your information is stored securely. It may be necessary to share your personal data with other organisations or departments of the Council. For example sometimes we are bound by law to share data with other organisations, such as Government departments. We may also share your personal data when we feel there is a good reason, such as in relation to the prevention of fraud or detection of a crime.

### **Accuracy of your information**

We will process the information given at the time of your request in writing. If your contact details or information changes please ensure you contact us on 01992 785510.

### **Retention**

All personal information is held as sensitive on a secure system and will be deleted in accordance with the Town and Country Planning Act (1990) and Broxbourne's Retention Policy and Schedule.

### **Transferring Data outside of the EU**

Your information will not be transferred outside the EU by BBC.

### **Individual rights**

You have certain rights under the Data protection Act and the EU General Data protection Regulations (GDPR). These can be found on the ICO website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

### **Complaints**

If you are dissatisfied with the service that you have received and wish to make a complaint, you should write to Planning Services, Borough of Broxbourne, Bishops College, Churchgate, Cheshunt, EN8 9XB. Alternatively you can email [planning@broxbourne.gov.uk](mailto:planning@broxbourne.gov.uk)