

Planning Policy Privacy Notice

Author: Data Protection

Version: 2

Review/Revision date: October 2026

Table of Contents

- Why do we need your information?3
- What information are we collecting?3
- How is it being collected?3
- How will it be used?3
- Who will the information be shared with?3
- Retention Period of the data3

Southend-on-Sea City Council is the data controller for the purposes of the Data Protection Act 2018. The Data Protection Officer for the Council is Valerie Smith and can be contacted on Dataprotection@southend.gov.uk

Why do we need your information?

The purpose and lawful basis for processing the data is to meet the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012 and National Planning Policy Framework. It will be included in the mailing list for consultations and planning updates on the call for sites register.

What information are we collecting?

Personal information – name, address, contact details

Any other personal information you decide to send us in support of your application or as part of a consultation comment.

Any information submitted about land ownership or any other details for consideration for allocation in the Local Plan or other planning policy document.

How is it being collected?

Direct signups through JDi / in person, email or phone requests / automatically added if responded to a consultation

Electronic or paper copies of SBC forms submitted

Electronic copy of SBC form submitted

How will it be used?

Your information will be used to keep you informed about our Local Plan and other planning policy documents, and related events and workshops that we may hold that may be of interest to you either as a resident of the district or as a land owner or agent that has submitted land for assessment and who has shown an interest in getting involved in planning policy matters.

The legal basis for processing your data is Article 6(1)(c) of the General Data Protection Regulations - in that the Council has a statutory duty to consider submissions under the Town and Country Planning Act 1990 and Planning & Compulsory Purchase Act 2004.

Who will the information be shared with?

Emails shared between data processors (JDi)

We do not sell your information to other organisations. We do not move your information beyond the UK. We do not use your information for automated decision making.

Retention Period of the data

Electronic information and paper copies not routinely destroyed or deleted. On JDi admin can only set individuals to 'no communication', not delete. Public consultation responses are a matter of public record.

We are legally and /or contractually required to hold some types of information to fulfil our obligations.

We will hold your personal information on our systems for as long as it is necessary for the relevant activity or service that we provide to you, or as required by law. However, the Council's general policy is that we hold information, unless stated in legislation, for 6 years.

You can unsubscribe by notifying planningpolicy@southend.gov.uk at any time and will stop receiving notifications.

The GDPR/Data Protection Act 2018 allows you to find out what information is held about you on paper and electronic records. In order to do this you can submit a subject access request to the Council's Data Protection Officer. This service is free of charge.

In some circumstances where the information provided may be restricted, for example, where it contains confidential information about another person, where it will cause serious harm to you or someone else's physical or mental well-being or if the information we give you may stop us from preventing or detecting crime.

In addition, you have the following rights:

- Ask for information to be changed if it is factually inaccurate
- Ask for information to be deleted in certain circumstances such as the purpose for which the information was provided in the first place is no longer relevant, where you withdraw your consent (unless there is no other legal reason for us to use it), we are legally required to delete information.
- Ask for the information to be transferred back to yourself or another service provider. This only applies if we are using your information with consent and not if we are required by law to do so or if a decision was made by a computer and not a human being.