



Local Development Plan Privacy Notice April 2025

Key contact details

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This Privacy Notice covers the preparation and development of the Local Development Plan only.

The type of personal information we collect

We currently collect and process the following information:

- Customer name, address details, phone number, email address and signatures.

How we get your personal information and why we collect it

The Council will process personal information you provide to it in your written or electronic submissions and communications with the Council.

We use the information that you have given us in order to:

- To enable the preparation of the Council's Local Development Plan;
- To facilitate public participation in the Local Development Plan process as well as other section functions such as Community Development;
- To send you updates and/or notify you about changes in the process;
- To seek clarification on any matters you have raised with the Council; and
- To fulfil its responsibilities to comply with any applicable legislation.

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) We have a legal obligation.

(b) We need it to perform a public task.

Local Development Plan: Representations Database

Under The Planning (Local Development Plan) Regulations (Northern Ireland) 2015 the Council is legally obliged, during the Plan preparation, to make the following documents available for public comment:

- Preferred Options Paper;
- Plan Strategy; and
- Local Policies Plan.



Representations, received during the public consultation stages of the Plan Strategy and Local Policies Plan, must be made available for public inspection, both in hard copy, and on the Council's website.

We may share this information with shared internally with relevant Council officers, where the business and legal framework requires or allows it.

You should note, however, information you provide will be shared with the Department for Infrastructure (DfI) and an Independent Examiner (a third party) as part of the submission of the Local Development Plan for Independent Examination. A Programme Officer will also have access to this information during the Independent Examination stages of the Plan preparation.

We may be required to share data with the Republic of Ireland in cases where cross-border consultation is required in the preparation of the Local Development Plan. However, your name, address, telephone numbers, email address and signature will not be given out and any data sharing will be in full compliance with prevailing legislation.

How we store your personal information

We will only retain your data for as long as is necessary to process your representation and/or correspondence as part of the Plan preparation or for the purposes of other functions required by this section of the Council. Your information will be disposed of in a secure manner when no longer needed. The periods for retention of information, specifically relating to Planning, are specified in the Council's Retention Schedule

Your rights and responsibilities

Please ensure that the information you submit is accurate and correct. Do not include personal information about third parties (including family members) unless you have told the individual concerned and they agree to it being supplied. Tell us as soon as possible if any of the personal information you have provided changes. Documents submitted as part of a representation and/or correspondence may be subject to copyright law, even if they have been available on the internet. You should only use such documents for personal research purposes. The Council, in making the documents available, does not constitute permission for you to breach any copyrights that may exist on them.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us (see contact details on footer of first page).

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's contact details are as follows:

- ICO website: www.ico.org.uk
- ICO self-service portal: <https://ico.org.uk/make-a-complaint/>
- Helpline: 0303 123 1114