Service Name: Spatial Planning

This notice provides additional privacy information for:

- Anyone making comments on planning policy and related documents, including the Local Plan, supplementary planning documents, the Statement of Community Involvement, and evidence reports
- Anyone asking to be kept informed of the various stages in the production of planning policy and related documents

Purpose

We collect your personal information for the following purpose(s):

- To enable the city council to keep people informed of the production of planning policy and related documents
- To enable people to comment on planning policy and related documents

Categories of Personal Data

In order to carry out these purposes we collect and obtain the following categories of personal data:

- Name
- Organisation (where relevant)
- Address
- Telephone number
- Email address
- Expressed opinions on planning policy and related documents

Legal Basis for Processing

The legal basis for processing your personal information is:

- Part 2 of the Planning and Compulsory Purchase Act 2004, as amended
- The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you, such as keeping you informed in the production of planning policy and related documents, or we may be prevented from complying with our legal obligations to provide a planning policy service.

Information sharing/recipients

We may share personal information about you with the following types of organisations:

- Greater Manchester Combined Authority – to enable you to be kept informed of planning policy and related documents produced at the Greater Manchester level, such as the Greater Manchester Spatial Framework, and for relevant comments that you have submitted to Salford City Council to be used to influence Greater Manchester work

Comments made on planning policy and related documents, together with the name of the person and/or organisation making them, will be made public, including by being published on the city
council website. This is necessary to comply with statutory obligations that representations are made available for public inspection, and to ensure that all interested parties can understand the full range of views on planning policy and related documents. If you choose to make a representation on planning policy and related documents then you will be regarded by the city council as having consented to your comments and name being available for public inspection. Other personal information will not be made public.

**Automated Decisions**
All the decisions we make about you involve human intervention.

**Data retention/criteria**
Representations on planning policy and related documents will be kept until six months after the adoption/completion of the document, taking into account any legal challenge to it. Schedules of comments, including the name of the person and/or organisation making them, will be retained indefinitely.

Contact details will be retained on our database to enable people to be kept informed of planning policy and related documents until such time as the person requests to be removed, or evidence is available that the contact details are out-of-date (such as returned mail).

**Categorise sources if not obtained from data subject**
As well as information collected directly from you, we also obtain or receive information from:
- Not applicable

**Data Transfers beyond EEA**
- Your personal information will not be transferred outside the European Economic Area, other than the publication of your name and comments as described above.

**Your rights**
Information about:
- exercising your rights
- contacting the council’s Data Protection Officer
- raising a concern with us, or
- making a complaint to the Information Commissioner

is accessible in our guide Exercising Your Rights or on our website at Data Protection Legislation #

**Updates**
We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details Data Protection Legislation