Privacy Notice

Service Name: Spatial Planning

Our core data protection obligations and commitments are set out in the council's Primary Privacy Notice and on our website at Data Protection legislation.

This notice provides additional privacy information for:
- Anyone making comments on planning policy and related documents, including the Local Plan, Policies Map, Supplementary Planning Documents, the Statement of Community Involvement, and evidence-based reports
- Anyone asking to be kept informed of the various stages in the production of planning policy and related documents

Purpose(s)

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
- For the purposes of keeping and updating registers and assessments, such as the brownfield land register and the housing and economic land availability assessment

Categories of personal data

In order to carry out these purposes we collect and obtain the following categories of personal data:
- Name
- Address
- Contact Details
- Expressed opinions on planning policy and related documents

Legal basis for processing

The council is obliged to produce a Local Plan and to invite public consultation. This is a legal obligation to comply with the following legislation:
- 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 won't be able to keep you involved 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 will share your personal data with the following 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
• The Planning Inspectorate (an executive agency sponsored by the Ministry of Housing, Communities & Local Government and the Welsh Government) – We will provide your name, organisation, postal address and comments to the examining inspector. This is to enable them to take into account your representations in considering the soundness and legal compliance of the planning policy document being produced.

• Other council departments where your comments relate to their services

We will publish your personal data as follows:

• Comments made on planning policy and related documents, together with the name of the person and/or organisation making them, will be published on the city council’s website and made available for inspection in Salford’s libraries and gateway centres.

• Comments made on planning policy and related documents, together with the name of the person and/or organisation making them and their postal address will be made available for inspection in paper form at the council’s principal offices (the Civic Centre, Swinton).

This is necessary to comply with statutory obligations that representations are made available for public inspection, to meet the requirements of the Planning Inspectorate in the examination of planning policy documents and to ensure that all interested parties can understand the full range of views on planning policy and related documents. Other personal information will not be made public.

Data Transfers beyond European Economic Area (EEA)

The council will store your data on their network, which is held within the EEA. However, as your information may be published on the council’s website, it can be accessed globally.

Automated Decisions

All the decisions we make about you involve human intervention.

Data retention/criteria

We will hold the personal data provided by you until the relevant matter is concluded. In the case of planning policy documents, we will retain personal data until the relevant document is superseded or for a period of six years from adoption or completion of the document. 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. If you wish to be removed from the mailing list, please contact us at the following email address: Plans.consultation@salford.gov.uk

Your rights

Information about exercising your rights can be found on the council’s website Exercising Your Rights

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