

Privacy Notice: Rushcliffe Authority-wide Design Code

Rushcliffe Borough Council respects your privacy and is committed to protecting your personal data. This privacy notice explains how we will look after the personal data you may disclose to us when commenting on consultations undertaken in preparing a Rushcliffe Authority-wide Design Code.

This notice should be read in conjunction with the following more general Privacy Notice published by Rushcliffe Borough Council:

<https://www.rushcliffe.gov.uk/privacy/>

Who are the Data Controller and Data Processors for the Rushcliffe Authority-wide Design Code?

Rushcliffe Borough Council is the Data Controller for any personal data you give to us as part of our preparation of the Rushcliffe Authority-wide Design Code. Harper Perry Ltd is the Data Processor for this project and Placechangers Ltd is a sub-processor and will be processing the data relating to this project on behalf Harper Perry Ltd.

What Personal Data We Collect

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data** includes first name, last name, username or similar identifier, marital status, title, gender and age.
- **Contact Data** includes address, email address and telephone numbers.

The data we collect depends on the purpose for which the data is collected.

Purpose/Activity	Type of data	How long we keep your data	Lawful basis for processing (GDPR Article)
Undertake consultation as part of preparing a Rushcliffe Authority-wide Design Code e.g. Consultation responses, informing respondents	<ul style="list-style-type: none">• Identity Data• Contact Data• Special Category Personal Data	5 year after adoption of the Design Code.	Article 6(1)(a) the data subject has given consent to the processing of their personal data for one or more specific purposes Article 6(1)(e) processing is necessary for the performance of a task carried out in the public interest by the Council or in the exercise

of official authority vested in the Council.

Special Category Personal Data – Article 9(2)(a) you have given explicit consent. You can withdraw your consent at any time. or

Article 9(2)(g) processing is necessary for reasons of substantial public interest.

What We Do With Your Personal Data

Information provided within consultation responses will be used to inform Rushcliffe Borough Council's preparation of the Rushcliffe Authority-wide Design Code. We will use your personal data to make you aware of further consultations or updates on the Rushcliffe Authority-wide Design Code.

We do not collect any Special Category Personal Data about you, unless you choose to provide information relating to your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data within your consultation response. Where this information is a vital aspect of the consultation response we will only use this information for the purpose above, on the basis that the information necessary for reasons of substantial public interest for the purpose of conducting statutory consultations.

Where Special Category Personal Data is provided, but is not a vital aspect of the consultation response, we will only use this information for the purpose above and with your explicit consent. You can withdraw your consent at any time by contacting Rushcliffe Borough Council.

How Long We Keep Your Personal Data

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

We will retain your data for five year after the completion and adoption of the Rushcliffe Authority-wide Design Code.

Who We Share Your Data With (Third Parties)

Any information you provide will be shared with Harper Perry Ltd (the Data Processor) and Placechangers Ltd (the Sub-Processors).

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

We will not sell, assign, disclose or rent your personal data to any other external organisation or individual unless required to do so by law.

Protecting Your Personal Data

We are committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place appropriate technical, physical and managerial procedures to safeguard and secure the information we collect from you. We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

International Transfer of your Data

We do not transfer or process data outside the UK and European Economic Area (EEA) unless we have your specific consent or where the nature of the processing requires it (for example, because you have chosen to use an email or other communications service which routes data outside of the UK and EEA).

Your Rights

You are in complete control. You can object or withdraw your consent to the use of your personal data at any time. Though in some cases we may not be able to provide your requested service where the information processing is an integral part of the service. We will tell you if this is likely to be the case.

Subject to some legal exceptions, you have the right to:

- request a copy of the personal information Rushcliffe Borough Council holds about you;
- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;
- to object to processing; and
- to request your data to be ported (data portability).

To learn more about these rights please see the [Information Commissioner's Office website](#).

Please address any such requests to the Chief Information Officer, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, Nottingham, NG2 7YG

By email: customerservices@rushcliffe.gov.uk

Complaints

If you are dissatisfied with the way your personal data is being used by the Greater Nottingham Councils we would ask that you contact the Data Protection Officer for the appropriate Council in the first instance so that we can deal with your concerns. You have the right to complain at any time to the **Information Commissioner's Office**, the UK supervisory authority for data protection.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113.

Or you can **report a complaint** to the ICO online.