

## **West London Waste Plan - Privacy Statement**

The West London Waste Plan is a joint waste plan for the London boroughs of Brent, Ealing, Harrow, Hillingdon, Hounslow, Richmond upon Thames and the Old Oak and Park Royal Development Corporation, known as the West London Waste Planning Authorities. The London Borough of Ealing is leading the consultation process and will collect data on behalf of all the West London Waste Planning Authorities (WLWPA) with whom it will also share this data.

### **About this notice**

This privacy notice is here to help you understand how Ealing Council processes your personal data.

This notice should also be read in conjunction with the [council's corporate privacy](#) notice and with the [Planning Inspectorate Privacy notice](#).

This privacy notice is only relevant to the preparation of the West London Waste Plan. Ealing Council is registered as a 'Data Controller' as defined by Article 4(7) of the UK General Data Protection Regulation (GDPR).

The data protection team can be contacted at: [DataProtection@ealing.gov.uk](mailto:DataProtection@ealing.gov.uk).

### **How have we obtained your personal information?**

- as part of representations made during the formal stages of plan-making (including neighbourhood plans), planning policy document reviews or updates to existing planning publications
- Land registry
- from consultations led by any of the WLWPA that fed into the new local plans or in relation to sites that may be included in a Local Plan and or supplementary plans

- through WLWPA communication methods - a database of those who have said they wished to be kept informed about planning policy documents and other planning policy matters
- through technical evidence to inform plan-making
- in addition, the WLWPA have also collated information on shared statutory consultees in accordance with their [Statement of Community Involvement \(SCI\)](#). Please also refer to Statements of Community Involvement from each participating authority.
- as part of representations made during consultation on this review of the West London Waste Plan (covering all of the West London Waste Planning Authorities) or anyone who requests to be kept informed of the plan's progress.

### **The categories of information that we collect, process, hold and include**

Personal information:

- name
- address
- email
- telephone number
- business, organisation; and agent details

### **What is the purpose of collecting my personal data**

Regarding the West London Waste Plan in specific, the local planning authority is required under planning regulations to publish a detailed statement on representations received after each consultation stage (Regulation 18 and 19). A name and postal address must be provided for

the comments to be accepted, although only names of individuals or organisations will be included in any published reports. Anonymous or confidential representations, without the required personal information, cannot be accepted. These reports are required to be submitted to the Secretary of State as part of the plan Examination process.

Other reasons are to:

- enable us to carry out specific functions for which we are responsible, for example collecting comments on consultations
- derive statistics for monitoring progress in respect of the Waste Plan and/or supplementary plans and to inform their evidence
- use the information to draft planning policy documents and contact you in the future regarding these documents

Whilst the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### **The lawful basis on which we use this information**

We collect and use this information for the purposes of carrying out our statutory functions under The Planning and Compulsory Purchase Act 2004 (Section 19).

Under Article 6 of the UK GDPR the lawful basis is:-

1 (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

1 (c) Legal Obligation: The council needs to meet the provisions of various planning acts, regulations and guidance including the:

- Localism Act (2011)
- Planning and Compulsory Purchase Act (2004)
- National Planning Policy Framework and associated regulations

### **Storing this information**

We hold your data for the duration of the process plus five years (or until the development Plan is reviewed, whichever is longer).

### **Who we share this information with**

In submitting an objection or representation it should be noted that your personal data (such as names) and correspondence may be shared the West London Waste Planning Authorities and to the Secretary of State and Programme Officer, and shared as part of our consultation statement to enable your objection or representation to be considered. Personal data from Regulation 18 and Regulation 19 responses will be passed to the Programme Officer (who acts independently to manage the procedural and administrative aspects of the examination) to contact you.

We will also share your data with the Planning Teams of the WLWPA and our specialist consultants (under GDPR rules they are a Data Processor) who are assisting us to prepare the Waste Plan. They will not share your details with anyone else and once the new Waste Plan is complete, they will delete any personal data they hold.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about them that we hold.

To make a request for your personal information please contact Ealing's data protection officer [dataprotection@ealing.gov.uk](mailto:dataprotection@ealing.gov.uk) or by writing to:

Data protection officer  
Ealing Council  
Perceval House  
14-16 Uxbridge Road  
3rd Floor NE  
Ealing W5 2HL

If you have a concern about the way we are collecting or using your personal data, please contact the data protection officer using the contact details above.

Alternatively, you can contact the Information Commissioner's Office and find out [how to make a data protection complaint to an organisation](#) and other useful information.

### **Further information**

The council collects and uses personal information for a number of purposes across all of its departments and functions. To find out more about how the council collects and uses personal information, please refer to the council's [data protection](#) and [privacy notice](#).