

Fair Processing Notice - Spatial Planning

Identity and contact details of the controller and where applicable, the controller's representative and the data protection officer

The Liverpool City Region Combined Authority is the 'controller' for your personal information. This means that we decide the purpose and means of how your data is used as part of our Spatial Planning work. This primarily involves preparation of the Spatial Development Strategy and associated land-use planning policy related documents.

If you have any questions about how your information is being used you can contact the Combined Authority's Data Protection Officer at:

DPO@liverpoolcityregion-ca.gov.uk

Tel. 0151 330 1679

1 Mann Island, Liverpool, L69 3HN

Purpose of the processing and the legal basis for the processing: commenting on the preparation of the Spatial Development Strategy or associated land-use planning policy related documents.

Your information is being used by the Combined Authority as part of preparation of the Spatial Development Strategy and associated land-use planning policy related documents. It allows us to effectively communicate and help build an aggregate understanding of needs as part of the process. We are able to do this as it is part of the exercise of our official public functions.

For purposes of public reporting on the results of consultations and engagement rounds related to the Spatial Development Strategy, we may publish information such as names and organisation details alongside responses.

Where formal representations are made at specified stages of the Spatial Development Strategy's preparation (namely stages 4/Public Participation onwards), it will be necessary to make names and addresses publicly available. Representations made at these stages will be shared with the Planning Inspectorate Panel, published online and made available in a public examination library.

For purposes of sending communications regarding the Spatial Development Strategy, the Combined Authority may obtain some personal details from publicly available sources (e.g. websites).

Purpose of the processing and the legal basis for the processing - signing up to the CA's Spatial Planning mailing list

Where you have opted in to receive communications regarding the Spatial Development Strategy and associated land-use planning policy related documents, we are relying on your consent to process your personal data. You can withdraw your consent at any time to stop receiving updates.

Description of the categories of personal data

The categories of information being processed includes your name, age, gender, ethnic group or background, email address, health conditions and details of the individual(s) or organisation(s) who you represent.

We may also ask for certain special category data on an optional basis for purposes of monitoring and effective engagement. This information will not be published.

Delib Privacy Information

Consultation responses will be entered onto the online consultation form. The company that hosts the online consultation form, Citizen Space by Delib are ISO 27001 certified and will store the data on a secure UK server.

The site is managed by the controlling organisation, Liverpool City Region Combined Authority. When you access and use the site, the personal information you have submitted to these activities will go to the organisation. Delib will not access your personal information unless requested to do so by the organisation, and only for the purposes of assisting them with the administration of the site.

Retention period or criteria used to determine the retention period

Your data will be kept for as long as required in order for the Spatial Development Strategy, or associated land-use planning policy related documents, to be prepared, and adopted. At this stage we envisage this to be until 2025/26 at the earliest for the Spatial Development Strategy. This retention has been determined by the Combined Authority's business need.

If you have signed up for our mailing / contact list, your details will be kept until you unsubscribe.

Redaction

We operate a policy in which we routinely redact details such as telephone numbers and signatures before making information available to the public. However, national guidance states that we must publish (at specified stages and in

an un-redacted form) the name and address of all persons who have submitted a formal comment on planning policy documents such as the Spatial Development Strategy.

The existence of each of data subject's rights

The GDPR provides you with the following rights when it comes to your personal data:

- The right to be informed how your personal data is being processed
- The right of access to the personal data we hold about you, which includes providing copies of the information to you within one month of a request. We may charge a reasonable fee to provide this information based on our administrative costs of responding (i.e. photocopying, postage, etc.).
- The right to rectification of any incorrect or incomplete data we hold about you
- The right to erasure, also known as 'the right to be forgotten', where
 - Your information is no longer required for the purpose it was collected
 - You withdraw your consent
 - You object to the Combined Authority processing your information (and there is no overriding legitimate interest for continuing the processing)
 - The Combined Authority has breached the GDPR when processing your data
 - There is a legal obligation to delete the data (such as a court order)
- The right to restrict processing, which limits what the Combined Authority can do with your information
- The right to data portability, where any automated processing of your information based on your consent or as part of a contract is made available for your reuse
- The right to object to direct marketing or any processing based on the performance of a task in the public interest/exercise of official authority or for the purposes of scientific/historical research and statistics.
- Rights in relation to automated decision making and profiling, where a decision made by a computer has a legal or significant effect on you.

The right to withdraw consent at any time

As our legal basis for processing your personal data for our mailing list is your consent, you have the right to withdraw this at any time. To do so, please email SDS@liverpoolcityregion-ca.gov.uk and ask us to "unsubscribe" you from future SDS emails.

The right to lodge a complaint with a supervisory authority

You have the right to lodge a complaint regarding the processing of your personal data to the UK's supervisory authority, the Information Commissioner, who can be reached using the details below:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire SK9 5AF
<http://www.ico.org.uk/>
0303 123 1113