

## **Privacy Notice for Site Submissions**

### **Why we are collecting your data**

Lewes District Council will use the personal information you provide for the purpose of assessing your site submission form. We will only collect the personal data from you we need in order to do so.

### **What is the legal basis for processing the data?**

The legal basis we rely on to process your personal data is article 6(1)(e) of the GDPR, which allows us to process personal data when this is necessary to perform our public tasks as local authorities.

### **Who will your information be shared with?**

We may share your details with statutory organisations to help us manage your representation. Representations will be made publically available, although address details, signatures and email addresses will be redacted.

If your site is located within the South Downs National Park then your submission will be forwarded to the National Park Authority to be assessed.

If the site is within an area designated as a Neighbourhood Area for the purpose of Neighbourhood Planning, then the District Council will provide the relevant Town or Parish Council with a copy of the completed submission form and map.

We may disclose information to third parties where it is necessary to comply with a legal obligation.

### **We will not**

- Use your information for marketing or sales purposes without your prior explicit consent.
- Send or store your data abroad
- Make decisions about you based on automated processing.

### **How long will we hold your data for?**

We keep your data in line with Local Government Association retention guidance and will not keep it for longer than is necessary.

### **Your rights**

You are entitled to request a copy of any information about you that we hold.

If the information we hold about you is inaccurate you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to request that we stop, or restrict the processing of your personal data, in certain circumstances. Where possible we will seek to comply with your request, but we may be required to hold or process information to comply with a legal requirement.

You have the right to object to the processing of your personal data in certain circumstances. We may still be required to hold or process information if there are legitimate grounds for doing so.

If you are dissatisfied with how the councils have used your personal information you have a right to complain to the Information Commissioner's Office at [casework@ico.org.uk](mailto:casework@ico.org.uk)

**Contact details**

Eastbourne Town Hall, Grove Road, Eastbourne, BN21 4UG

Email: [accesstoinformation@lewes-eastbourne.gov.uk](mailto:accesstoinformation@lewes-eastbourne.gov.uk)

**Identity of Data Protection Officer**

Data Protection Officer – Oliver Dixon