

## **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](mailto: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**

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 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, it will be necessary to make names and addresses publicly available.

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).

Where you have opted in to receive communications regarding the Spatial Development Strategy, 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 range, gender, address, postcode, email, telephone, place of work, your education or employment status and details of the individual(s) or organisation(s) who you represent.

We may also ask for certain special category data (e.g. ethnicity or disability information) on an optional basis for purposes of monitoring and effective engagement. This information will not be published.

### **Any recipient or categories of recipients of the personal data**

Our online engagement platform is run by Commonplace ([Commonplace Digital Ltd.](#)) who process personal data and information on our behalf.

Representations made at specified stages of the process will be shared with the Planning Inspectorate Panel, published online and made available in a public examination library.

### **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 to be prepared, published / adopted and updated. 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.

### **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, either click the 'unsubscribe' link in our mailing or contact the DPO.

### **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