

Worthing Local Plan Data Protection

1. Worthing Borough Council takes the security of personal information very seriously, and our priority is to protect the data of all our customers. However, the Council has a legal obligation to make information relating to the Local Plan available and regulations and/or legislation enable this information to be made available on the internet and in the council offices.
2. Further information about the Data Protection Act and the Council's Data Protection Policy can be viewed on the Council's web page:

<http://www.adur-worthing.gov.uk/about-the-councils/legal/data-protection/>
3. When submitting comments to the Council relating to its Local Plan and associated documents, or to other planning policy consultations, you should be aware that:
 - Any information submitted to the Council, including names, addresses and contact data, will be retained by the Council and entered on a computer database to be used by the Council for the purpose of recording and collating comments and for contacting people and organisations about their responses.
 - Copies of letters, emails and forms that are submitted to the Council may be made available to view on the Council's website and for inspection at the Council offices (and possibly the libraries throughout the Borough), depending on the nature of the document and stage that the consultation has reached.
 - Comments that are submitted to the Council may be summarised and included on a summary which identifies the name of the person(s) or organisation(s) making the comments and a summary of the comments made but this will not include any personal contact details. The summary document may be made available for inspection at the Council Offices and public libraries in Worthing.
 - Contact details such as email and telephone numbers will be removed from copies of letters, emails and forms that are made available for inspection. However, names of respondents will be published and original documents will be retained by the Council.
 - If the document on which consultation is taking place is to be subject to public examination (this will be stated by the Council when consultation on the document takes place) copies of letters, emails and forms submitted to the Council, including names and contact details will be forwarded to the Planning Inspectorate for consideration at the examination. A summary of comments made at all stages of Plan preparation will also be submitted to the Inspector.

- Copies of letters, emails and forms submitted to the Council may be shared with, or copied, to other organisations for the purpose of preparing the Local Plan or other planning policy documents. Copies may also be provided to third parties on request but any contact details will be removed from any copies that are provided in this way. Information will not be passed on to other organisations or individuals for marketing or similar purposes.
4. If information is submitted that relates to sensitive personal data, for example, personal, medical, financial or commercially sensitive details then those submitting the data should indicate this when the information is submitted to the Council. This information will not normally be published. If such information is withheld this will be shown within the summary document.
5. We request that:
- Personal information about another third party (including family members) is not included unless you have advised the individual concerned and they consent to it being supplied;
 - We are advised as soon as possible if there is a change to any of the personal information you have provided;
 - No inappropriate or derogatory comments should be made regarding an individual or a collective group of individuals. Any comments made of this nature will be disregarded.

If you have any concerns about a data protection matter in relation to the local plan and associated documents or to other planning policy consultations, please contact the Planning Policy Team using the email address or phone number below:

Email: worthinglocalplan@adur-worthing.gov.uk

Phone: 01903 239999