

Advance Northumberland (Projects) Limited: Privacy Notice

How we handle your information

Everyone working for Advance Northumberland (Projects) Limited (Advance Northumberland Projects from hereon in) has a legal duty to keep and process information about you in accordance with the law. This document aims to explain why we ask for your personal information, how that information will be used and how you can access your records.

Why is information recorded about me?

We use information received from the general public to gather feedback on development schemes during public consultation. We keep records regarding feedback that are written down (manual records), and ones kept on a computer (electronic records).

These records may include:

- Basic details about you, for example your name, your current address, your telephone number/s and email address.
- Contact we have had with you, for example, meetings with Advance staff and copies of correspondence.

What is the information used for?

We use your information to manage and administer the public consultation process for development schemes. This includes:

- Recording and reviewing comments, feedback, concerns and suggestions submitted during consultations.
- Communicating with you about the consultation, including acknowledging receipt of your feedback and responding to any queries you may raise.
- Analysing consultation responses to help inform decision-making and improve proposed development schemes.
- Producing consultation reports and summaries. Any information published in these reports will normally be anonymised and will not identify individuals unless we have your consent to do so.
- Maintaining an audit trail of consultation activities and demonstrating compliance with our legal and regulatory obligations.

How long is the information used for?

We collect and use your personal information on the basis of your consent in accordance with Article 6(1)(a) of the UK General Data Protection Regulation (UK GDPR). Your information will be used only for the purposes of administering and managing the public consultation process. We will retain your personal information for as long as necessary to fulfil these purposes and in accordance with our Record Retention Policy. Once this period has expired, your information will be securely deleted or anonymised. You have the right to withdraw your consent at any time. However, this will not affect the lawfulness of any processing carried out before your consent was withdrawn. Processing is kept to a minimum and will only be undertaken in accordance with data protection legislation.

Sharing your information

We may need to share information you provide as part of the public consultation process with organisations involved in the planning, funding, governance and delivery of the proposed development. This may include development partners, consultants and professional advisers working on the scheme, our shareholder, local planning authorities, and third-party funders or auditors where information is required for planning, assurance, compliance or audit purposes. Information will only be shared where there is a legitimate and lawful reason to do so, and only the minimum amount of information necessary will be disclosed. We will not share your personal information with other organisations for marketing purposes without your consent.

Occasions when your information needs to be disclosed (shared) include:

- To enable development partners, consultants, contractors and professional advisers involved in the proposed scheme to review and consider consultation feedback.
- To provide consultation outcomes and evidence of community engagement to local planning authorities as part of the planning application and decision-making process.
- To demonstrate levels of community support, objection or feedback in reports submitted to planning authorities, our shareholder or other relevant stakeholders.
- To satisfy funding, compliance, monitoring and audit requirements requested by third-party funders, investors or auditors.
- Where the health, safety or wellbeing of individuals is at risk and disclosure is necessary to protect them.
- When we are required to disclose information by law, regulation, court order or other statutory requirement.
- To establish, exercise or defend legal claims relating to the proposed development or consultation process.
- Where you have given your consent for information to be shared with a specific organisation or individual.

Anyone who receives information from us has a legal duty to keep it confidential

We are required by law to report certain information to appropriate authorities, for example:

- Where a formal court order has been issued.
- Where we encounter infectious diseases which may be a public health concern.

Partner organisations who receive information about you

As part of the public consultation and development process, we may share information with organisations that are involved in the planning, funding, governance and delivery of the proposed development. This may include development partners, consultants, planning consultants, architects, contractors and other professional advisers who support the scheme.

Information may also be shared with local planning authorities as part of the planning application process to demonstrate that appropriate community consultation has been undertaken and to provide evidence of feedback received. Where consultation outcomes are reported, personal information will be anonymised wherever possible.

We may share information with our shareholder, Northumberland County Council, where this is necessary for governance, oversight, reporting or regeneration-related activities connected with the proposed development.

Information may also be shared with third-party funders, investors, auditors or regulatory bodies where required for funding applications, compliance monitoring, assurance activities or audit purposes.

We will only share the minimum amount of personal information necessary and only where there is a lawful basis to do so. We do not sell personal information and will not share it for marketing purposes without your consent.

Your information will normally be stored and processed within the United Kingdom or European Economic Area (EEA). Where we use service providers that process information outside these areas, we will ensure that appropriate safeguards are in place to protect your personal information and that any transfer complies with applicable data protection legislation.

Can I see my records?

The General Data Protection Regulation allows you to find out what information is held about you, on paper and computer records. This is known as 'right of subject access' and applies to your Advance Northumberland Projects records, along with all other personal information we hold.

If you wish to see a copy of your records you should submit a Subject Access Request directly to The Data Protection Officer at Wansbeck Workspace, Rotary Parkway, Ashington, Northumberland, NE63 8QZ or by emailing dpo@advancenorthumberland.co.uk or by calling 01670 528400. You are entitled to receive a copy of your records free of charge, within a month. In certain circumstances access to your records may be limited, for example, if the records you have asked for contain information relating to another person.

Do I have Other Rights?

Data Protection laws gives you the right:

1. To be informed why, where and how we use your information.
2. To ask for access to your information.
3. To ask for information to be corrected if inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making).
9. To lodge a complaint with the Information Commissioner's Office whose contact details are below.

10. If our processing is based upon your consent, to withdraw your consent.

Further information

If you would like to know more about how we use your information, or if for any reason you do not wish to have your information used in any of the ways described in this leaflet, please tell us. Please contact the Data Protection Officer on 01670 528400 or at email address

dpo@advancenorthumberland.co.uk

Details of the Information Commissioner can be found at: <https://ico.org.uk/>