


Data Privacy Notice	
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Approved By:	Mark Lane
Position:	Director
Date:	09/10/2025
Signature:	

DATA PRIVACY NOTICE (External)

AIM

DPP Planning aims to ensure that all Personal and Special Category Data that is provided to us is stored and processed in accordance with the 2018 UK Data Protection Act with GDPR (DPA).

This applies to all data, regardless of whether it is in paper or electronic format.

LEGISLATION AND GUIDANCE

This Data Privacy Notice meets the requirements of the DPA, and is based on guidance published by the Information Commissioner's Office.

ROLES AND RESPONSIBILITIES

The Directors have overall responsibility for ensuring that DPP complies with its obligations and they ensure that all staff are aware of their data protection obligations, and oversee any queries related to the storing or processing of personal data.

DEFINITIONS

Personal data	Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified
Special Category Data	Data such as: <ul style="list-style-type: none"> • Racial or ethnic origin • Political opinions • Religious or philosophical beliefs, or beliefs of a similar nature • Where a person is a member of a trade union • Sex life • Sexual orientation • Genetic data • Biometric data • Whether a person has committed, or is alleged to have committed, an offence • Physical and mental health

DATA PRIVACY NOTICE (External)

	<ul style="list-style-type: none"> This does not include personal data about criminal allegations, proceedings or convictions, as separate rules apply
Processing	Obtaining, recording or holding data
Data subject	The person whose personal data is held or processed
Data Controller	A person or organisation that determines the purposes for which, and the manner in which, personal data is processed
Data Processor	A person, other than an employee of the Data Controller, who processes the data on behalf of the Data Controller

DATA PROTECTION

Principles

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes ('purpose limitation')
- Adequate, relevant and limited to what is necessary
- Accurate and, where necessary, kept up to date
- Kept in a form which permits identification of data subjects for no longer than is necessary
- Processed in a manner that ensures appropriate security of the personal data

Your Rights

- Your right of access - you have the right to ask us for copies of your personal information
- Your right to rectification - you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete
- Your right to erasure - you have the right to ask us to erase your personal information in certain circumstances
- Your right to restriction of processing - you have the right to ask us to restrict the processing of your personal information in certain circumstances
- Your right to object to processing - you have the right to object to the processing of your personal information in certain circumstances
- Your right to data portability - you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

DATA PRIVACY NOTICE (External)

Please contact faith.folley@dppukltd.com if you wish to make a request.

PRIVACY/FAIR PROCESSING

We hold Personal Data about our clients, external consultants and our third-party strategic partners so that we can deliver our services.

We collect:

- Contact details
- Address
- Billing information

We also hold Personal Data from the public, either to facilitate a general enquiry, or when members of the public are asked for their opinions regarding planning applications.

We collect:

- Contact details
- Address

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We may share contact information with our third-party strategic partners to support the provision of our services.

The lawful basis for the processing is contractual (clients) and legitimate interest (enquiries).

DATA STORAGE AND SECURITY

Paper based records, digital records and portable electronic devices, such as laptops and hard drives that contain personal information all comply to the DPA and are regularly assessed by our DPO. Destruction and archiving of Personal Data procedures are also aligned to the DPA.

HOW TO MAKE A COMPLAINT

If you feel that we have mishandled your or your Personal and/or Special Category data at any time you can make a complaint to our DPO by emailing faith.folley@dppukltd.com

Alternatively you can contact the Information Commissioner's Office by visiting their website (<https://ico.org.uk/make-a-complaint/>) or by calling their helpline on telephone: 0303 123 1113. Please note that the ICO expects an individual to address any complaints with us before contacting them.