

Planning Policy Consultations Privacy Notice

Our core data protection obligations and commitments are set out in [Tameside Council's Corporate Privacy Notice](#) and on our website on the [Access to Information](#) webpages.

This notice explains how we collect, use, share and protect your personal information when you take part in Planning Policy consultations.

Why do we use your information?

We collect and process your personal information to:

- Prepare planning policy documents and guidance.
- Consult residents, businesses and organisations on planning matters.
- Work with neighbourhood planning groups.
- Work with neighbouring councils and the Greater Manchester Combined Authority on strategic planning issues.
- Meet our legal duties under planning legislation.
- Monitor development activity and land availability.
- Maintain a database of people and organisations who wish to be consulted on planning policy matters.
- Provide information and statistics to government departments where required.

What information do we collect?

To carry out the purposes above, we may collect:

- Names
- Contact Details, such as your postal address, telephone number and email address;
- Comments and representations you submit about planning policies, sites or development proposals.

When publishing individual responses we include the respondent's name, but routinely redact any other personal data. We remove all personal data from any analysis and reports on the collective consultation responses.

Sensitive personal information (Special Category Data)

We do not ask for special category information, such as details about your health, ethnicity, religion or political opinions.

However, if you choose to include this information in your response, we may process it for the purposes of administering the consultation.

Before consultation responses are published or analysed, we remove any special category information and other personal data that should not be shared.

Why are we allowed to use your information (lawful basis)?

Data protection law requires us to have a lawful basis for using your information. For planning policy consultations, we rely on:

- We have a legal obligation to do so (UK GDPR Article 6(1)(c));
- We need to carry out tasks that are in the public interest or as part of the Council's official functions or powers (public task) (UK GDPR Article 6(1)(e));

Relevant legislation includes:

- Town & Country Planning Act 1990;
- Planning and Compulsory Purchase Act 2004;
- Planning Act 2008 (as amended by Part 6 of the Localism Act 2011);
- Housing and Planning Act 2016;
- Neighbourhood Planning Act 2017;
- Town and Country Planning (Local Planning) (England) Regulations 2012, as amended, and;
- Neighbourhood Planning (General) Regulations 2012, as amended.

If you fail to provide certain information when requested, we may not be able to provide the service to you.

As noted above, we may collect and process sensitive personal information (special category data) if you choose to provide it as part of your response but we do not otherwise process for our own purposes.

If you provide special category information, our lawful basis for processing and removing that information before publication is substantial public interest under Article 9(2)(g) UK GDPR and Schedule 1, Paragraph 6 of the Data Protection Act 2018.

Where has your personal information come from?

We may collect information from:

- You, in your response to call for sites and consultations either by post, email, telephone call or electronically via the Council's website or the Planning portal;
- Landowners and developers wishing to promote sites

Who will we share your information with?

Planning legislation requires us to publish consultation responses. When we publish responses, we normally publish the respondent's name but remove personal contact details and other personal information.

Each consultation will advise respondents accordingly of this privacy notice.

We sometimes need to share the information with other organisations or parts of the Council as follows:

- Officers within the Planning service;
- Other Council Services;
- Planning Inspectorate;
- Plan Examiners and Programme Officers;
- Other public bodies, including other Local Planning Authorities, Unitary Authorities and the Greater Manchester Combined Authority;
- Neighbourhood Planning bodies;
- Instructed parties such as consultants working on the Council's behalf; and
- Specific consultation bodies as defined by the Town and Country Planning (Local Planning) (England) Regulations 2012.

How long we keep your information?

We will only retain information for as long as it is required by us (in line with our retention schedule) or other regulatory bodies in order to comply with legal and regulatory requirements or for other operational reasons.

International transfers

Your personal information is not routinely transferred outside of the UK. If information needs to be transferred outside the UK, appropriate safeguards will be put in place to protect it.

Your rights

Under data protection law, you have a number of rights. Depending on the circumstances these may include the right to:

- Access the personal information we hold about you;
- Ask us to correct inaccurate or incomplete information;
- Request that processing be restricted, in certain circumstances;
- Ask us to stop using your information, in certain circumstances;

Because we are processing your data due to a Legal Obligation or Public task, the following rights do not apply:

- Requests for deletion of your information;
- Requests for data portability.

Security

We take the security of your information seriously. We use appropriate technical and organisational measures to protect it from loss, misuse, and unauthorised access, disclosure, alteration or destruction.

Data Protection Officer

If you have any questions or concerns about how we use your personal information, please contact the Data Protection Officer at information.governance@tameside.gov.uk or by calling 0161 342 8355.

Redaction (blanking things out)

Before we put forms and documents online or through our response analysis tool, we remove:

- Personal contact details (for example, telephone numbers and email addresses)
- Signatures
- Special Category Data (for example health or ethnic background)

Automated Decisions

For this service, all the decisions we make about you involve human intervention.

Use of Artificial Intelligence

We may use Artificial Intelligence (AI) tools to help summarise consultation responses. AI-generated summaries are reviewed by planning officers before they are used or published. Decisions are not made solely by AI.

Name and contact details of any third-party data processor

Third Party Data Processor	Purpose	Contact Details
Survey Monkey	Public Consultation Response Collection	Data Protection Officer: SurveyMonkey's Data Protection Officer is registered with the Irish Data Protection Commission. Contact our DPO at dpo@surveymonkey.com . https://uk.surveymonkey.com/mp/legal/privacy/
Microsoft Outlook	Business Administration	Microsoft EU Data Protection Officer https://account.microsoft.com/privacy/privacy-request-signedout

The right to lodge a complaint with a supervisory authority

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer, at information.governance@tameside.gov.uk or by calling 0161 342 8355

For independent advice about information protection, privacy and information sharing issues, you can contact the Information Commissioner's Office (ICO) at:

The ICO's address:
Information Commissioner's Office:
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Updates

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details on our [Find a Privacy Notice](#) page.

This Privacy Notice was last updated in September 2026.