Planning Policy Privacy Notice

Who will own my data once I submit it?

Knowsley Council will be responsible for the data once it is collected.

Public facing platform.

Please note that any representations submitted will be visible on the public domain. Please do not include any personal identifiable information when submitting your responses.

You can choose to answer as much or as little as you wish and do not have to answer all the questions in the consultation.

Members of the public will be able to view your name and the responses that you have made to the questions you have answered. Please keep this in mind when responding to the questions.

Why do you need my information?

Planning laws set out the requirements for consultation in relation to Local Plans as defined by the Town and Country Planning (Local Planning) (England) Regulations 2026.

We need your information as without it, your comments on planning policy documents cannot be registered or used for the purpose of the development of planning policy if you do not provide your personal information. Anonymous responses are not accepted.

We use the information provided to us to make decisions about the use of land in the public Interest. This is known as a “public task” and is why we do not need you to “opt in” to allow your information to be used.

We collect and hold information about you in order to assist in the making of statutory development plans (for example the Local Plan), and to identify appropriate sites for development. The personal data is used in relation to the Local Plan preparation process and land availability assessment for these purposes. This includes making the responses received available to be viewed both in the council offices and online and maintaining an archive of historic plan responses. Contact details are held for current and future planning policy consultation exercises.

We may also receive information about you from third parties, including planning agents and interested parties who comment on planning and related applications.

What Type of Information Will Be Processed?

The type of information that will be processed is classed as personal data.

This could include:

- names
- addresses
- telephone numbers
- email addresses
- who the individual / organisation may be acting for
- the section of the community that they are likely to represent
- other location-specific data pertaining to sites or requirements being considered for inclusion in relevant policy documents
- information relating to the content of the representations made

Your name and comments will be made publicly available when displaying and reporting the outcome of the consultation stages, and so cannot be treated as confidential. Any other personal details including your home address, email address, telephone number and signature will be treated as confidential. However, when the Council consults on the proposed Local Plan (Regulation 27) your contact details may be passed on to the planning inspectorate/programme officer managing the examination in order for you to be contacted to take part in the examination in public.

If you are represented by an agent, we will usually send any notifications to them unless you have specifically asked to be contacted directly.

The Council will share details in line with this privacy notice and when required to do so by law and / or statutory regulations in producing the development plan and planning policy documents. This may include:

- Publishing your name and comments received at consultation.
- Providing your contact details to an independent planning inspector/programme officer.

What allows you to use my information?

The legal basis for processing your information in line with the General Data Protection Legislation is: Article 6 (1) (e) Public task: the processing is necessary for you to perform a task in the public.

Public task: the processing is necessary for the Council to collect the evidence base to inform a Local Plan, which is a statutory function of a Local Authority.

As part of the Council's statutory duties under the Town and Country Planning Act 1990, the Planning and Compulsory Purchase Act 2004 (as amended) and associated regulations, we collect information about you to demonstrate that your comments have been taken into consideration, that the comments received (as a whole) are representative of the local community and that any statutory requirements have been appropriately met. We use the information we collect about you to fulfil our legal obligations in relation to the planning process.

And to comply with the National Planning Policy Framework, Planning Practice Guidance and the Town and Country Planning (Local Planning)(England) Regulations 2026.

Who will my information be shared with?

The Council may share your information, but only the minimum amount of information necessary to meet its legal duties and to meets its statutory obligations.

- We do not sell your information to other organisations.
- Your data will not be used for marketing. Notifications may be sent to you to provide updates on local plan consultations and related documentation.
- Your name and responses provided in relation to the Local Plan and other supporting documents as part of the Plan-making process will be made available online.
- Your contact details and responses provided in relation to the Local Plan and other supporting documents as part of the Plan-making process will be shared with the Planning Inspectorate and the Programme Officer.
- Your information may be shared with consultants working to support the Planning Policy team or the appointed independent examiner. We share this information in order to ensure that the views of the respondents feed into the preparation and examination of the Local Plan, and this will be limited to what is necessary. They will also be required as part of any contract with them to keep the information confidential.
- Your information will not be used for any other council purpose, unless we have your consent, or this is provided by law.
- We operate a policy where we routinely redact the following details before making forms and documents available online or in hard copy for public inspection:
    - personal contact details such as telephone numbers or email addresses
    - signatures

- special category data - e.g. supporting statements that include information about health conditions or ethnic origin
- information agreed to be confidential

Use of artificial intelligence (AI) for processing data including personal data

We are currently implementing the use of artificial intelligence (AI) technologies to further develop our service to customers. When sharing information with us during consultations on planning policy documents, AI may be used to process and summarise your submission. This will not be used for personal information.

Where representations are submitted by email or post, the AI tool will summarise the submission unless clearly stated in the letter or email that AI should not be used. In this case, the submission will be summarised by a planning officer.

It is important to note that all submissions and representations summarised using AI will be reviewed by officers for accuracy and quality purposes.

Whilst we are at the initial stages of implementing AI, considerations in this Privacy Notice may be subject to change. Any changes will be reflected in the Privacy Notice which will be updated accordingly.

Do I have to provide this information and what will happen if I don't?

You do not have to provide a response to the Local Plan, and other supporting documents as part of the Plan-making process or the Call for Sites process. However, as anonymous responses are not accepted, any comments that you wish to make on planning policy documents would not be able to be registered or used without your personal data.

How long will you keep this data for and why?

Personal contact details you have provided to ensure you are engaged in Knowsley Council planning processes will be held. The Right to Erasure allows a person to ask an organisation to delete their personal data in certain circumstances under UK GDPR and Article 17 GDPR. To request this please contact localplan@knowsley.gov.uk

The right is not absolute. An organisation may refuse an erasure request if the processing is necessary for:

- Compliance with a legal obligation.
- The exercise or defence of legal claims.
- Performing a task carried out in the public interest or exercising official authority.
- Public health purposes.
- Archiving, research, or statistical purposes where deletion would seriously impair the objective.

Personal data and copies of any relevant representations will be held securely by the Council, for as long as they are required to support the contents of the documents being prepared and adopted, and for a maximum of 25 years.

Personal data and copies of any relevant representations will only be destroyed once the document or policy to which they related has been formally withdrawn or replaced.

Information held in plan-making documents (for example statements of consultation) may be retained permanently for historic value.

How will my information be stored?

The information will be stored on a secure database held by Knowsley Council.

Online survey data once downloaded is stored securely on council servers and accessed by a limited number of key staff all of whom undertake regular training about Data Protection.

The Online consultation software provider will not access your personal information unless requested to do so by Knowsley Council, and only for the purposes of assisting them with the administration of the consultation. They may, however, collect data in relation to your browser type, IP address, language preference, referring site and the date and time. The purpose for collecting this information is to maintain the security of the website and for operating and improving the software.

Any email correspondence, and scanned copies of letters received by post, will also be stored electronically on the Planning Policy team's shared filing system.

Hard copies are often required during examinations but will be destroyed using confidential waste when no longer needed. You may have your details removed at any time from this database by contacting localplan@knowsley.gov.uk

Will this information be used to take automated decisions about me?

No

Will my data be transferred abroad?

No

What rights do I have when it comes to my data?

Under the General Data Protection Regulation, you have the following rights with regard to your personal data:

- The right to subject access – you have the right to see a copy of the personal data that the council holds about you and find out what it is used for
- The right to rectification – you have the right to ask the council to correct or remove any inaccurate data that we hold about you
- The right to erasure (right to be forgotten) you have the right to ask the council to remove data that we hold about you
- The right to restriction – you have the right to ask for your information to be restricted (locked down) on council systems
- The right to data portability – you have the right to ask for your data to be transferred back to you or to a new provider at your request
- The right to object – you have the right to ask the council to stop using your personal data or to stop sending you marketing information, or complain about how your data is used
- The right to prevent automated decision making – you have the right to ask the council to stop using your data to make automated decisions about you or to stop profiling your behaviour (where applicable)

To find out more about your rights under the DPA 2018/UK GDPR, please visit the Information Commissioner's website.

You can request a copy of your data or ask questions about how it is used by visiting our website here: Subject access request | Knowsley Council

By email to: Inforights@knowsley.gov.uk

Or in writing to:

Data Protection Officer

Knowsley Council

Nutgrove Villa

Westmorland Road

Huyton

L36 6GA

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Team by writing to: -

Data Protection Officer

Knowsley Council

Nutgrove Villa

Westmorland Road

Huyton

L36 6GA

Or email: data.protection.officer@knowsley.gov.uk

You also have the right to complain to the Information Commissioner's Office using the following details: -

ICO Head Office
4th Floor, No. 3 Circle Square
5 Hawkshaw Street
Manchester M1 7BL

Telephone: 0303 123 1113

Website: www.ico.org.uk

Changes to our Privacy Notice

We regularly review our privacy notice and encourage you to check it from time to time. This notice was last updated in November 2026.