



---

## Neighbourhood Plan Data Protection and Privacy Notice

Version 1; prepared 07/04/2021

In carrying out its role as the group responsible for steering the process of making the Fawkham Neighbourhood Plan (FNP) on behalf of Fawkham Parish Council, the FNP Steering Group (FNPSG) will be holding data electronically. It may also process some of this data to provide evidence in support of the FNP.

For these reasons the FNPSG is subject to Data Protection legislation, particularly in respect of any personal data it holds.

This page describes the data that the FNPSG will hold, what it will do with the data, and what you can ask us to do with any data that relates to you.

Please note that a separate Privacy Policy exists for the Fawkham Nature Spotters Group and the biological records it collects, which can be found here: [\[ADD LINK\]](#)

### **Data Use**

The primary personal data that we store and use are email addresses to enable us to contact anyone who may wish to comment or contribute in the making of the FNP. The FNP is a community plan and so community engagement is central to the task of making it. The FNPSG will keep a list of email addresses that may also have associated names linked to them. We will not generally store postal addresses linked to names or email addresses unless they have been supplied by the person concerned.

### **Your Comments**

All comments made to the FNPSG, for example through surveys or at workshops, will have all personal details removed before being put into any public forum or being processed by the FNPSG, its working groups or its consultants. Paper notes on which comments are written will be kept as evidence until the FNP has been made (although they would normally contain no personal data or identifiers). Comments made by email will be retained in the email filing system in their original form as evidence.

### **How long the information is kept for**

When the FNP has been formed, examined and put to a referendum the FNPSG should cease to function and all data will become the property of the Fawkham Parish Council. If the FNP has been approved by referendum then personal data will be removed at this point. If the FNP has been rejected then the PC may seek to continue to progress a FNP in another form with a re-formed FNPSG in which case all data will become the responsibility of this new body for the duration of its existence and it will operate under the same conditions as described here unless and until it publishes a replacement operating statement.

### **Lawfulness of Processing Data**

We (the FNPSG) process data and FPC is the data controller for the purpose of exercising

the public task of making a Neighbourhood Plan under the Localism Act 2011 and we believe it is necessary for the performance of this task which is being carried out in the public interest.[1]

The Data Protection Officer can be contacted at: [fawkhampc@gmail.com](mailto:fawkhampc@gmail.com).

### **Consent**

We do not need your explicit consent to process data neither do we assume you have given us consent, but we hope that you are content that we hold onto your email address if you contact us by email, or you provide us with data in any other form. However if you are not content you can [ask us](#) to tell you what personal data we hold about you and you may at any time request us to delete this permanently from our systems.

### **Changes to the Privacy Notice**

This privacy notice may be updated from time to time. The latest version will always be available on the Neighbourhood Plan pages of Fawkham Parish Council's website.

### References

[1]These statements are in accordance with the advice from the Information Commissioners Office and can be found by following the links below:

<https://ico.org.uk/for-organisations/guide-to-data-protection/conditions-for-processing/>  
<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-bases-for-processing/What this Privacy Notice covers>