

## [Planning Policy Consultations Privacy Notice](#)

This privacy notice explains what personal information is collected, what it is used for and who it is shared with. It also describes why we require your data, and the legal basis on which we do this.

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 privacy notice relates to Planning Policy Consultations. It provides additional information privacy information for individuals who engage with the Tameside Council's Planning Policy Consultation process.

### **Purpose(s)**

We collect your personal information for the following purpose(s):

- To enable us to carry out specific functions for which we are responsible;
- To inform the preparation of Development Plan Documents, Supplementary Planning Documents and associated guidance;
- To work with neighbourhoods on their plans;
- To work with neighbouring local authorities and the Greater Manchester Combined Authority (GMCA) on strategic policies;
- To work with specific consultation bodies as defined by the Town and Country Planning (Local Planning) (England) Regulations 2012;
- To provide statistics to government departments as required;
- To monitor planned and in progress developments, including preparing regular assessment of the Council's supply of potential development sites; and
- To maintain a database of people that we contact and consult with during the planning policy process, for example:
  - Development Plan Documents;
  - Neighbourhood Plans;
  - Strategic Planning Documents;
  - Supplementary Planning Documents and Guidance;
  - Strategic Housing and Economic Land Availability Assessment; and
  - Brownfield Land Register.

### **Categories of Personal Data**

To carry out these purposes we collect and obtain the following categories of personal data:

- Names
- Contact Details (postal address, telephone number, email address, etc)
- Comments about development and/or your planning application

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.

## Special Category Data

We do not request any special category data as part of our planning consultations, however, may process that data if it is provided by respondents deliberately or in error.

We routinely redact any special category data (for example, supporting statements that include information about health conditions or ethnic origin) that have been provided before publishing any individual comments online and before collective consultations responses are analysed and reported on.

## Legal Basis for Processing

We collect and use your personal information because:

- It is necessary for compliance with a legal obligation or statutory function of the Council under GDPR Article 6(1)(c). Such legal obligations and statutory functions are as set out in planning legislation, including, but not limited to:
  - 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, or
- It is necessary under GDPR Article 6(1)(e) for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council.

If you fail to provide certain information when requested, we may not be able to provide the service to you or we may be prevented from complying with our legal obligations.

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

Our lawful basis for processing and removing any special category data from published responses and any collective consultation reports is:

- For reasons of substantial public interest under GDPR Article 9(2)(g)

The substantial public interest condition we meet under the Data Protection Act 2018 is:

- Statutory and government purposes (Data Protection Act 2018, Schedule 1 Paragraph 6)

## Where has your personal information come from?

For the purposes identified above personal data may be collected from:

- You, either 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 **or** when you have notified us that you wish to be included on a consultation database for plan-making and future consultations;
- Landowners and developers wishing to promote sites;

## Who will we share your information with?

Data received as part of planning policy processes will be shared in accordance with the relevant planning legislation, on our website. Each consultation will advise respondents accordingly of this privacy notice.

We sometimes need to share the information we have with other bodies 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.

## Retention: How long we will keep your data for and why?

We will only retain information for as long as it is necessary to provide services to you and/or for as long as required by us in order to comply with statutory retention periods.

For more information, please see our [Retention Schedule](#)

## Transferring data outside the European Economic Area (EEA)

Your information is not processed outside of the European Economic Area.

## Your rights

Information about exercising your rights can be found on the council's website [Exercising Your Individual Rights](#).

- Access (UK GDPR Art 15) - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)
- Rectification (UK GDPR Art 16) - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)
- Restriction (UK GDPR Art 18) - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)
- Objection (UK GDPR Art 21) - You have the right to object to the processing of your personal data. [Read more about the right to object to processing](#)

The following rights do not apply for this type of processing under Legal Obligation and Public Interest:

- Erasure (UK GDPR Art 17)
- Data Portability (UK GDPR Art 20)

## Security

We use appropriate technical, organisational and administrative security measures to protect any information we hold in our records from loss, misuse, and unauthorised access, disclosure, alteration and destruction. We have written procedures and policies, which are regularly audited, and the audits are reviewed at senior level.

## 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](mailto:information.governance@tameside.gov.uk) or by calling 0161 342 8355.

## Redaction (blinking 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 use a tool called PlanAI, an advanced language model, to support the council in analysing consultation responses. All personal data is redacted manually by a human before it is summarised using Plan AI. The output from PlanAI is reviewed by Officers of the Council, amended and finalised as required before being published.

To find out more about Plan AI please visit: [Researchers harness the power of AI to transform planning consultations - News - University of Liverpool](#)

## Name and contact details of any third-party data processor

Third Party Data Processor	Purpose	Contact Details
<b>Plan AI (developed by University of Liverpool)</b>	AI-enhanced analysis of planning public consultation responses	Mr Gaige Corvo University Of Liverpool <a href="mailto:g.corvo@liverpool.ac.uk">g.corvo@liverpool.ac.uk</a>
<b>Microsoft Forms</b>	Public Consultation Response Collection	Microsoft EU Data Protection Officer <a href="https://account.microsoft.com/privacy/privacy-request-signedout">https://account.microsoft.com/privacy/privacy-request-signedout</a>
<b>Microsoft Outlook</b>	Business Administration	Microsoft EU Data Protection Officer <a href="https://account.microsoft.com/privacy/privacy-request-signedout">https://account.microsoft.com/privacy/privacy-request-signedout</a>

## 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, Becky Swan, at [information.governance@tameside.gov.uk](mailto: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 to Privacy Notice

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 December 2025.