

Planning Policy - Privacy Notice

This Privacy Notice should be read in conjunction with the Council's General Privacy Notice: [Your privacy | Shropshire Council](#)

The Planning Policy Privacy Notice provides additional detail relating to the processing of Personal Data in relation to the Planning Policy service.

What types of information do we collect from you?

We collect different categories of information about you, depending on the service you want from us and/or the reason why we need to process information relating to you. This could be personal information (for example your name and address), or other more sensitive data that we would only collect and use in very particular circumstances that are set out in law.

Details of information obtained from third parties?

See below.

How is your information used?

We collect information from you that you provide via electronic or written communication when you:

- Request to be added to our **Planning Policy Database** in order to be notified about plan-making activities in Shropshire, including engagement exercises, key decisions and any other relevant matters.
- Choose to complete consultation responses on planning policy documents.
- Choose to complete other forms to inform the preparation of evidence base documents that support the development of planning policy.
- Submit documents relating to the Community Infrastructure Levy (CIL) or planning application legal agreements.

Consultation responses on planning policy documents can also include submission of petitions to the Council. The petition organiser will be registered as a consultee and details may be published on the nature of the petition and the numbers of signatures received.

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

Planning policy documents include:

- Local Plan documents.
- Neighbourhood Plan documents.
- Supplementary Planning Documents (SPDs).
- Community Infrastructure Levy (CIL) documents.
- Planning legal agreement documents.
- Development Briefs, Area Action Plans and Masterplan documents.
- The Brownfield Land Register.
- Self-build or Custom Build Housing Registers.
- Evidence base documents that support the planning policy process.

We also undertake monitoring that supports the planning policy process, including in relation to housing, employment, retail, minerals, waste, renewable energy and other related subjects. As part of this monitoring, we may retain information specifically obtained through these processes or from other sources such as planning applications, building control applications, the Community Infrastructure Levy (CIL) and planning legal agreements - where the information is relevant to the subject.

We may also have information about you if you contact us via electronic or written communication requesting information on planning policy matters.

We hold your information to inform the preparation of planning policy documents, the preparation of evidence base documents that support the development of planning policy, and the administration of the Community Infrastructure Levy (CIL) or planning legal agreements.

If you have requested to be added to our Planning Policy Database, we hold your information in order to notify you about plan-making activities in Shropshire, including engagement exercises, key decisions and any other relevant matters.

The preparation of a Local Plan is a statutory function and as such, under local government legislation, is a task in the public interest and in the exercise of official authority.

The process by which planning policy documents are produced is governed by a range of legislation. In a number of cases this includes how they are consulted upon and how the Council is expected to collect and present consultation responses in a transparent way. This legislation (which may have been subject to relevant amendments) includes but is not exclusive to:

- Town and Country Planning Act 1990.
- Planning (Listed Buildings and Conservation Areas) Act 1990.
- Environmental Protection Act 1990.
- Planning and Compensation Act 1991.
- Environment Act 1995
- Planning and Compulsory Purchase Act 2004.
- Planning Act 2008.
- The Community Infrastructure Levy Regulations 2010.
- Localism Act 2011.
- The Town and Country Planning (Local Planning) (England) Regulations 2012.
- The Neighbourhood Planning (General) Regulations 2012.
- Growth and Infrastructure Act 2013.
- Infrastructure Act 2015.
- Housing and Planning Act 2016.
- Neighbourhood Planning Act 2017.
- The Town and Country Planning (Brownfield Land Register) Regulations 2017.
- Business and Planning Act 2020.
- Environment Act 2021.
- Levelling-up and Regeneration Act 2023.

Research and statistics

Anonymised and pseudonymised data may be used for research & statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

Who has access to your information?

We may share your information in line with the Council's General Privacy Notice, this Planning Policy Privacy Notice, and when required to do so by law and / or statutory regulations in producing planning policy documents. This may include:

- Providing your information to other departments at Shropshire Council to inform the preparation of planning policy documents, the preparation of evidence base documents that support the planning policy process, and the administration of the Community Infrastructure Levy (CIL) or legal agreements.
- Providing your information to companies undertaking work to inform the planning policy process, the preparation of evidence base documents that support the planning policy process, and the administration of the Community Infrastructure Levy (CIL) or legal agreements.
- Publishing your name, organisation, post town and comments on planning policy documents.
- Providing your name, organisation, address and comments to an independent Planning Inspector / Examiner to consider the soundness and legal compliance of the planning policy documents being produced.
- Providing your name, organisation, address and comments to a Programme Officer to support the administration of processes to consider the soundness and legal compliance of the planning policy documents being produced.
- Providing your information to statutory agencies, such as the Police and National Fraud Authority, in line with our legal obligations and/or in completion of our public tasks.

If you create a petition (petition organiser), you will be required to provide personal information so that we can contact you about your petition. Details regarding the petition will be recorded and information shared in accordance with the principles outlined above.

If you sign a petition, you will be required to provide personal information to enable us to verify that the petition itself is genuine. The personal details of signatories of the petition will not be published.

We will not sell or rent your information to third parties. We will also not share your information with third parties for marketing purposes.

How long will we keep your information for?

We keep and dispose of all records in line with our corporate retention schedule. We will comply with Data Protection legislation in regard to how long we keep your data.

Keeping your data up to date

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

Details of any automated decision processes

The Council may utilise artificial intelligence (AI) to support data analysis in the planning policy process, such as when summarising consultation responses.

What are your rights in relation the personal data we process?

Please refer to the main notice for this information.

Complaints and concerns about the handling of your personal information:

Please refer to the main notice for this detail.

This notice was last reviewed on:
10 June 2025