

Privacy Notice for Planning

Updated: 06 May 2026

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The reason we use your data

We collect, hold and use your personal data in order:

- making decisions and providing advice on applications for development under the Planning Acts
- the making of Tree Preservation Orders, and applications for consent to protected trees
- the conservation of heritage assets (such as listed buildings, conservation areas and scheduled monuments) under the Listed Building Act
- to keep a register of self-build and custom housing and facilitate opportunities on the register
- making planning policies
- planning appeals
- community Infrastructure Levy (CIL) and s106 Agreements and databases
- neighbourhood planning, including regulation 16 submission consultations and publicising responses
- sharing the neighbourhood plans consultee database with parish and town councils for undertaking their regulation 14 neighbourhood plan consultations only
- working with neighbouring authorities on strategic policies
- responding to allegations of unlawful development
- monitoring development, and databases that contain site information and site owners
- entering legal agreements, serving notices and promoting the best use of land
- drafting planning policies
- working with neighbouring authorities on strategic policies
- monitoring development
- providing planning and building control services
- entering legal agreements, serving notices and promoting the best use of land
- complying with government department research and statistical returns
- accounting for our decisions and investigate of corporate complaints.

What Information we collect

We collect a range of information including:

- name
- address
- email
- telephone number
- bank details

- agent contact details (if applicable)
- full address of the development
- record of payments made, amounts outstanding to the Council and any action taken by us to recover monies owed in relation to fees for planning/building control applications or for any alleged planning breaches

We usually obtain an applicant's information in two ways – it is supplied to us directly (or via a planning agent on their behalf), or we receive it from a third-party website that provides a transaction service, such as:

- The Planning Portal

We also receive comments, representations, allegations and questions via email, letter and the online register via the Council's website.

We are required by planning regulations to publish planning applications on our website which includes applicant/agent name and address as these form part of the statutory register. We redact other personal information such as signatures, email addresses and telephone numbers.

Purpose

We have an obligation to collect certain information including:

- statutory legislation (including the **Town & Country Planning Act 1990** and **Listed Buildings and Conservation Areas act 1990**)

To allow us to make decisions on applications, individuals must provide us with some personal data. In a small number of circumstances, individuals will also provide us with "special category data" in support of their application (e.g. evidence of medical history).

To comply with the GDPR and the Data Protection Act 2018, we will inform you whether you are required by law to provide certain information to us; if you do have a choice to provide information that is not mandatory, your explicit consent will be requested. You do have the right to withdraw your consent if this is applicable to processing your data. If this is the case, we will let you know. If you withdraw your consent, we may not be able to provide certain services to you. If this is the case, we will tell you.

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.

Some information provided to us we are obliged under relevant legislation and associated regulations to make available on planning registers. This is a permanent record of our planning decisions that form part of the planning history of a site, along with other facts that form part of the "land search".

Who we can share your data with

- We may need to share the information we have with other parts of Rother District Council, for example, to establish how long a building has been used as a dwelling
- Other Rother District Council teams so they can carry out their statutory roles and support our service (e.g. Housing, Complaints, Corporate Finance, Legal Services, IT Services, Enforcement)
- External agencies such as the Planning Inspectorate or the Local Government & Social Care Ombudsman (LGO) in the context of any appeals or complaints
- We make details of planning applications available online so that people can contribute their comments.

We will not disclose any information to any company outside of the Council except to prevent fraud, or if required to do so by law.

When computers make any decisions about you

Valon AI Validation Tool

A pilot is currently being undertaken using Valon AI to assist in validating planning applications.

During the pilot, Valon will automatically retrieve planning application data from Rother's public planning register for the purposes of validation analysis.

The following controls apply to all data processed:

- Planning application data is processed by Valon's AI pipeline and stored securely for the duration of the pilot. Data is not shared with any third party or used to train AI models.
- Valon does not require access to officer personal data or any internal Rother systems beyond publicly available planning register data.
- All stored data can be deleted on request at any time. A data retention schedule will be agreed with Rother prior to pilot commencement.
- Planning applications may contain personal data relating to applicants. Valon processes this data solely for the purpose of the validation analysis requested and does not retain or repurpose it.

How long we keep your data for

We keep records in line with the Council Retention Schedule. This means some records can be kept permanently.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to the information that we hold about you. To make a request for your personal information please contact the Council's Data Protection Officer at dataprotection@rother.gov.uk.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the data protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us