

# Privacy Notice for Community Infrastructure Levy (CIL)

Updated: 06 May 2026  
Reviewed: 06 May 2026

## The reason we use your data

We will use your personal data as part of the Council's statutory duties in relation to the administration of the Community Infrastructure Levy and the collection of charges. Where a CIL liability applies, this information is required by law.

For example, we collect your personal data for the following purposes:

- to calculate your CIL Liability
- to confirm your build is a self-build dwelling
- to confirm the monies, you are claiming comply with the CIL Expenditure Framework

## What Information we collect

We collect the following personal data as part of our day-to-day activities in relation to the administration of CIL:

- name
- postal address
- email address
- telephone number
- signature
- bank/financial details
- any other information you provide to us which is required by the CIL Regulations, including data which may include personal identifiers or sensitive information

We collect data about you via the following methods:

- your planning application
- the CIL Forms you submit
- any evidence you submit to confirm existing floor space meets the CIL 'in-use' test
- any evidence you submit to support your claim for self-build relief
- any evidence you submit in support of your CIL Local Infrastructure Fund grant claim
- any evidence you submit in support of your CIL Strategic Infrastructure grant claim

- Land Registry checks on land ownership

We collect data by the following means:

- online
- via email
- over the telephone
- by paper correspondence
- in person (face-to-face)

### **Purpose**

We collect your information to enable for the Council to comply with a legal obligation

The legislation that relates to the council's administration of CIL includes, but is not limited to:

- Community Infrastructure Levy Regulations 2010 (as amended),
- Planning Act 2008 (as amended),
- Town and Country Planning Act 1990 (as amended),
- and other associated planning legislation

### **Who we can share your data with**

We may share your data with the following third parties for the reasons detailed above:

- All CIL Liability notices are published as part of the relevant planning application in our online planning register
- Other services within the Council for CIL purposes,
- Local Land Charges Team to register CIL as a land charge
- The Planning Inspectorate (PINS) or Valuation Office Agency (VOA), for the purposes of determining CIL appeals and proceeding with any enforcement action to recover due monies.
- Local Magistrates Courts to process applications for enforcement action to recover CIL monies

### **When computers make any decisions about you**

Not applicable

### **How long we keep your data for**

We keep records in line with the Council Retention Schedule. This mean that we may retain your information for 6 years from the last time you utilize our services.

### **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](mailto: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