



Neath Port Talbot Council: Planning & Public Protection Service Privacy Statement

Purpose	<p>This privacy statement sets out how the Neath Port Talbot CBC Planning and Public Protection service* use and protect any information that you give Neath Port Talbot CBC including when you use the Council's website and submit information electronically.</p> <p><i>* comprising Planning, Building Control, Environmental Health and Trading Standards</i></p>
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Background

The Neath Port Talbot Planning and Public Protection (PPP) service is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using our website, or in submission of documentation (including representations on planning applications and licence applications), then you can be assured that it will only be used in accordance with this privacy statement.

Neath Port Talbot PPP may change this policy from time to time by updating this Privacy Statement. You should check our website from time to time to ensure that you are happy with any changes. This policy is effective from 18th May 2018.

What We Collect

We may collect the following information:

- Name and address
- Contact information including email address and telephone number
- Other personal information you might submit as evidence supporting, for example:-
 - A planning or listed building application
 - Planning Policy related representations,
 - An application for building regulations, notice of demolition, unauthorised works, dangerous structures, retaining walls or safety at sports grounds
 - An application for a licence with the Environmental Health or Trading Standards service such as House in Multiple Occupation, special procedures, Petroleum and the Registration of food businesses.
- Other personal information to meet health & safety / grant monitoring requirements for participation in activities (i.e. to establish 'activity readiness').

What we do with the information we gather

Neath Port Talbot County Borough Council is the data controller for personal information you provide. Your information will be used in the exercise of our official authority pursuant and as prescribed by statute and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

We may process your personal information collected for the following reasons:

- As part of the statutory records we hold under Primary legislation identified at Appendix 1, along with all other subordinate secondary legislation and Regulations:
- As part of the provision of our Planning Pre-application Advice Service
- As part of our Enforcement Investigations under the above-referenced Acts and Regulations.
- As part of our provision of our Pre-purchase and Completion Certificates services
- Building Control Added Value Services
- As part of 'Distribution Lists' targeted at providing you with information about Planning / Building Control / Environmental Health / Trading Standards Applications, Policies and Procedures, including relevant National information and/or guidance
- To contact you for research purposes to enable us to improve the services we offer. We may contact you by email, phone, or mail.

Any personal data processed by Neath Port Talbot PPP is done so in accordance with the requirements of the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679). We will retain this information in accordance with our statutory requirements.

We will only disclose your personal data when obliged to by law or we have your consent, and on occasion to the following:

- Internally with other Neath Port Talbot CBC Departments.
- Organisations/ Regulatory Authorities who assist us in delivery of our Services
- Your legal representatives
- Partner authorities through the LABC Partner Authority Scheme in relation to Building Regulation applications.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Links to Other Websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your Personal Information

You may choose to restrict the collection or use of your personal information and/or request deletion of personal information not required for the department's statutory register(s).

In the event of any queries regarding use of your personal data, wish to have access to the same, or to make any complaint regarding the collection please contact the Neath Port Talbot County Borough Council's Data Protection Officer Civic Centre, Port Talbot, SA13 1PJ.

Appendix 1

Planning

Town & Country Planning Act 1990
Planning (Listed Buildings and Conservation Areas) Act 1990
Planning and Compulsory Purchase Act 2004
Planning (Wales) Act 2015
The Town and Country Planning (Local Development Plan) (Wales) (Amendment) Regulations 2015
The Environmental Assessment of Plans and Programmes (Wales) Regulations 2004
The Conservation (Natural Habitats, &c.) Regulations 1994
EC Directive 92/43/EEC on Conservation of Natural Habitats and of Wild Fauna and Flora (Habitats Directive)
Active Travel (Wales) Act 2013
The Countryside and Rights of Way Act 2000

Building Control

Building Act 1984
Building Regulations 2010
West Glamorgan Act 1987
Safety of Sports Grounds Act 1975
Fire Safety and Safety of Places of Sport Act 1987

Environmental Health and Trading Standards

Anti Social Behaviour Act 2003
Building Act 1984
Caravan Sites and Control of Development Act 1960
Caravan Sites Act 1968
Clean Air Act 1993
Clean Neighbourhoods & Environment Act 2005
Companies Act 2006
Control of Pollution Act 1974
Deer Act 1991
Environment Act 1995
Environmental Protection Act 1990
European Communities Act 1972
Food and Environment Protection Act 1985
Food Hygiene (Wales) Regulations 2006
Food Hygiene Rating (Wales) Act 2013
Food Hygiene Rating (Wales) Regulations 2013
Food Safety Act 1990 (as amended) and any Orders or Regulations Made thereunder or relating to the forgoing of having effect by virtue Of the European Communities Act 1972
General Food Regulations 2004
Health Act 2006
Health and Safety at Work etc Act 1974
Housing Acts 1985, 1996 & 2004
Imported Food Regulations 1997
Housing Grants, Construction and Regeneration Act 1996
Land Compensation Act 1973
Land Drainage Act 1991
Landlord and Tenant Act 1985

Local Government (Miscellaneous Provisions) Act 1976
Local Government (Miscellaneous Provisions) Acts 1976 & 1982
Local Government and Housing Act 1989
National Assistance (Amendment) Act 1951
Noise and Statutory Nuisance Act 1993
Noise Act 1996
Prevention of Damage by Pests Act 1949
Products of Animal Origin (Third Country Imports)(Wales) Regulations 2002 & 2007
Protection from Eviction Act 1977
Public Health Acts 1936 & 1961
Public Health (Control of Disease) Act 1984
Public Health (Wales) Act 2017
Part 2A of the Public Health (Control of Diseases) Act 1984 (as amended by section 129 of the Health and Social Care Act 2008)
Public Health (Drainage of Trade Premises) Act 1937
Slaughterhouse Act 1974
Slaughter of Poultry Act 1967
Sunbeds (Regulation) Act 2010
Sunbeds (Regulation) Act 2010 (Wales) Regulations 2011
Water Industry Act 1991
West Glamorgan Act 1987
Accommodation Agencies Act 1953
Administration of Justice Acts 1970 & 1985
Agriculture Act 1970
Agricultural Produce (Grading & Marking) Acts 1928 - 1931
Agriculture (Miscellaneous Provisions) Act 1968
Animal By Products (Enforcement)(Wales) Regulations 2014
Animal Health Acts 1981 & 2002
Animal Health and Welfare Act 1984
Animal Welfare Act 2006
Cancer Act 1939
Children & Young Persons Act 1933
Children & Young Persons Act (Protection from Tobacco) Act 1991
Companies Acts 1985 & 2006
Consumer Credit Act 1974 & 2006
Consumer Rights Act 2015
Consumer Protection Act 1987
Contaminants in Food (Wales) Regulations 2010
Control of Horses (Wales) Act 2014
Copyright, Designs and Patents Act 1988
Copyright etc and Trade Marks (Offences & Enforcement) Act 2002
Criminal Attempts Act 1981
Criminal Justice Act 1988 s.141 and 141A
Criminal Justice & Public Order Act 1994
Criminal Justice & Police Act 2001 (Chapter 2)
Criminal Law Act 1977
Development of Tourism Act 1969
Dogs Acts 1906 & 1928
Education Reform Act 1988 (s. 214 & 215)
Energy Act 1976
Enterprise Act 2002
Estate Agents Act 1979
European Communities Act 1972
Explosives Act 1875
Farm & Garden Chemicals Act 1967

Feed (Hygiene and Enforcement)(Wales) Regulations 2005
Feeding Stuffs (Wales) Regulations 2006
Fireworks Act 2003
Flavourings in Food (Wales) Regulations 2010
Food & Environment Protection Act 1985 (Authorisation via FSA only)
Food Information (Wales) Regulations 2014
Food Safety Act 1990 (s.32) and relevant Orders and Regulations made under or relating to the forgoing or having effect by virtue of the European Communities Act 1972
Forgery & Counterfeiting Acts 1981 and 1988
General Product Safety Regulations 2005
Fraud Act 2006
General Food Regulations 2004
Hallmarking Act 1973
Health & Safety at Work etc Act 1974 (Section 20(2) (a),(b),(c), (d), (e),(f), (g), (h), (i), (j), (k), (l); Sections 21,22, 25,38 and 39
Highways Act 1980
Imported Food Regulations 1997
Intoxicating Substances (Supply) Act 1985
Knives Act 1997
Licensing Act 2003
Malicious Communications Act 1988
Materials and Articles in Contact with Food (Wales) Regulations 2012
Medicines Act 1968 (s.111)
Motor Cycle (Noise) Act 1987
Motor Vehicle (Safety Equipment for Children) Act 1991
National Lottery Act 1993
Official Feed and Food Control (Wales) Regulations 2009
Offensive Weapons Act 1996 (s.6)
Olympic Symbols etc (Protection) Act 1995
Pesticides (Fees and Enforcement) Act 1989
Petroleum (Consolidation) Act 1928
Petroleum (Transfer of Licences) Act 1936
Poisons Act 1972
Prices Act 1974
Proceeds of Crime Act 2002
Public Health Acts 1936 & 1961
Registered Designs Act 1949
Road Traffic Acts 1974, 1988 and 1991
Road Traffic (Consequential Provisions) Act 1988
Road Traffic (Foreign Vehicles) Act 1972
Road Traffic Offenders Act 1988
Specified Products from China (Rest. On First Placing onMkt) (Wales) Regs2008
Telecommunications Act 1984
Tobacco Advertising and Promotion Act 2002
Trade in Animals and Related Products (Wales) Regulations 2011
Trade Marks Act 1994
Unsolicited Goods & Services Acts 1971 & 1975
Vehicles (Crime) Act 2001
Video Recordings Acts 1984, 1993 and 2010
Weights & Measures Acts 1976 and 1985
Welfare of Animals at Slaughter Act 1991