

Privacy Notices by Service Area

This document should be read in conjunction with the Council's [Privacy Notice](#).

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Council Service	Accounts
Why we use your personal information	To manage the collection of monies owed to, and owed by, the council.
The information we collect	Information we may collect includes name, address, contact details, payment details.
Why we are allowed to use it	We are allowed to use this information because it is necessary for the purposes of the council's legitimate interests - to pay for goods and services, and to obtain payment from individuals, organisations and suppliers in the course of its legitimate business.
Who we may share it with	We may share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.

Council Service	Building Control
Why we use your personal information	<ul style="list-style-type: none"> • To process building applications for buildings (listed or significant buildings) • To maintain the Building Control Register • To maintain a register of all notices submitted by Approved Inspectors • To take action to enforce Building Control Regulations • To provide the building control service in respect of special requirements applications • To provide the building control service in respect of dangerous buildings • To provide Street Naming & Numbering services • To maintain a register of competent persons • To provide building control services in respect of safe demolition of buildings.
The information we collect	<p>Information we may collect includes your:</p> <ul style="list-style-type: none"> • Name, address and contact details such as a telephone number and email address • Name, address, contact details, physical / mental health, possibly information about children (for special requirements applications)
Why we are allowed to use it	<ul style="list-style-type: none"> • Town and Country Planning Act 1990 • Public Health Act 1936 • Building (Local Authority Charges) Regulations 2010/404 • Building Regulations 2010/2214 • Building Act 1984
Who we may share it with	We may share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.

Council Service	Business Continuity
Why we use your personal information	To maintain a contact directory of council officers involved in the emergency response and business continuity plan for the council.
The information we collect	Information we may collect includes your name, address and contact details such as a telephone number and email address, and emergency contacts.
Why we are allowed to use it	We are allowed to use this information because it is necessary for the council's legitimate interests to be able to respond to emergency situations.
Who we may share it with	We may share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.

Council Service	Communications
Why we use your personal information	<ul style="list-style-type: none"> • To issue news items, press releases and interviews in relation to matters affecting the district • To prepare and publish the Contact Magazine • To enable comments and questions received via social media channels to be actioned • To enable the council to market the services delivered by the council and selected partners • To enable the council to provide access to its services online so that the customer can 'self serve' (CRM/My Account) • To enable the council to run its Outstanding Achievement Awards to recognise achievement within the District
The information we collect	<ul style="list-style-type: none"> • Information we may collect includes your name, address, contact details, marketing preferences, information about the services you use eg council tax, payments information, service requests. • For press / media releases we may use your name and other information relevant to the release • For the Outstanding Achievement Awards, we may also collect your date of birth and details of your achievements
Why we are allowed to use it	<p>We are allowed to use your information because:</p> <ul style="list-style-type: none"> • it is necessary for the council's legitimate interests in determining how to deliver its services and because social media is recognised as another communication channel with the council • you have given us consent to process your information for this specific purpose
Who we may share it with	The information you provide may be published in the council's communications material. We may also share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.

Council Service	Community Services
Why we use your personal information	<ul style="list-style-type: none"> • The provision of the following services: <ul style="list-style-type: none"> ○ Domestic abuse support ○ Resident support ○ Children's worker ○ BB19 Youth Bus service ○ Drugs and alcohol worker services ○ Harm reduction services ○ Anti social behaviour prevention and awareness services including those relating to inconsiderate or nuisance behaviour, neighbour nuisance, malicious or nuisance communication • The operation and management of the Joint Community Safety Partnership with Hinckley and Bosworth Borough Council • The management and operation of the People and Places Forum (Joint Action Group from Community Safety Partnership)
The information we collect	Information we may collect includes your name, address, contact details, physical or mental health, sex life or orientation, financial information, information about family situation & children
Why we are allowed to use it	<p>We are allowed to use your information because:</p> <ul style="list-style-type: none"> • you have given us consent to process your information for this specific purpose; or • it is necessary for the performance of a task in the public interest or our official duty: <ul style="list-style-type: none"> ○ Section 1 of the Localism Act 2011 ○ Anti-Social Behaviour Act 2003 ○ Police and Criminal Justice Act 2001 ○ Anti-Social Behaviour Crime and Policing Act 2014 ○ Violent Crime Reduction Act 2006
Who we may share it with	<ul style="list-style-type: none"> • This information may be shared internally with other council departments to provide support services. • The information may also be shared externally with other partners such as the police, health, and support organisations as part of the councils community safety work and / or to provide services. • We may also share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.

Council Service	Customer Services
Why we use your personal information	<ul style="list-style-type: none"> • Customer services collect your personal data on behalf council services to put you in touch with the service and information that you need.
The information we collect	Information we may collect includes your name, address and contact details such as a telephone number and email address, payment details
Why we are allowed to use it	We are allowed to use your information because it is necessary for the purposes of the council's legitimate interests –to have a means of providing front line customer services to callers and visitors to the council.
Who we may share it with	The information you provide to frontline customer services staff will be shared with the department who can provide the service or information you require. We may also share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.

Council Service	Electoral Services
Why we use your personal information	<ul style="list-style-type: none"> To maintain and published the electoral register To manage and run elections
The information we collect	<ul style="list-style-type: none"> Information we may collect includes your name, address, date of birth and contact details. For the processing of postal votes, we will also collect your National Insurance Number, date of birth and signature. We are required under electoral legislation to publish candidate and election agent's name and address information and subscriber names in electoral notices
Why we are allowed to use it	<p>We are allowed to use your information because it is necessary to comply with a legal obligation</p> <ul style="list-style-type: none"> Representation of the People Act 1983 Representation of the People (Provision of Information Regarding Proxies) Regulations 2013/3199 Representation of the People (Supply of Information) Regulations 2014/2764 Electoral Registration and Administration Act 2013
Who we may share it with	Credit reference agencies, British Libraries, election candidates and agents. We may also share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.

Council Service	Environmental Health
Why we use your personal information	<ul style="list-style-type: none"> To take action against untaxed vehicles To undertake food safety inspections and food safety enforcement actions. To maintain a register of food businesses. To enforce the Health and Safety at Work etc Act 1974 and related legislation at offices, shops, warehouses, places used for leisure activities and other non-industrial premises To take action at premises deemed to be filthy and verminous To facilitate the monitoring and enforcement of household waste accumulation in the district. To enable investigation into infectious diseases To facilitate the management of with any vehicles reported as abandoned on local roads or property To manage processes relating to the enforcement of fly tipping To undertake enforcement action against fly-tippers To monitoring and deal with flyposting in the district To undertake houses in multiple occupation enforcement To undertake safety inspections of houses in multiple occupation To maintain a register of key holders to deal with nuisance alarms To monitor and enforce justified non statutory nuisance such as emissions of smoke, fumes or gases, dust, steam. To undertake welfare burials. To maintain a register of welfare burials undertaken by the council To issue licences for mobile homes / park homes sites. To maintain records of empty residential properties within the district and to bring these into reuse where possible. To issue accommodation certificates sought by individuals requiring a visa application to enter the UK

Council Service	Environmental Health
	<ul style="list-style-type: none"> • To enable the council to take action where private rented properties are poorly managed • To record reports of Anti Social Behaviour (ASB)
The information we collect	<ul style="list-style-type: none"> • Name, address, contact details, family & situation, financial situation
Why we are allowed to use it	<p>We are allowed to use your information because it is necessary to comply with a legal obligation</p> <ul style="list-style-type: none"> • Regulatory Enforcement and Sanctions Act 2008 • Food Safety Act 1990 • Food Safety and Hygiene (England) Regulations 2013/2996 • Safety at Work etc Act 1974 • Public Health Act 1936 • Housing Act 2004 • Housing Act 1985 • Town and Country Planning Act 1990 <p>For a full list please see the Information Asset Register.</p> <p>We are allowed to use your information because it is necessary for the performance of a task in the public interest or our official duty –</p> <ul style="list-style-type: none"> • Immigration rules require applications to demonstrate that they (and any of their dependants) will be maintained and accommodated without additional recourse to public funds • The council has adopted devolved powers from the DVLA
Who we may share it with	Internal departments, DVLA and the Health & Safety Executive. We may also share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.

Council Service	Environmental Services
Why we use your personal information	<ul style="list-style-type: none"> • To provide resident parking permits • To provide pay and display car parking facilities • To issue environmental permits • To issue taxi licenses. • To issue personal alcohol and entertainment licences. • To issue gambling licences. • To issue premises licences & DPO licences. • To issue street trading licences. • To support the collection and detention of stray animals. • To provide licensing for animal boarding facilities. • To provide licensing for dog breeding. • To provide licensing for zoos. • To provide licensing for dangerous wild animals. • The enforcement of animal welfare legislation. • To maintain, improve, or construct, works that are associated with land drainage • To manage the creation, implementation and maintenance of the local authority's emergency plan • To regulate body piercing, tattoo, permanent makeup, acupuncture and hair dressing establishments in the district
The information we collect	<ul style="list-style-type: none"> • Name, address, contact details, health, racial / ethnic origins, sex life / orientation, offences, land ownership information
Why we are allowed to use it	<p>We are allowed to use your information because it is necessary to comply with a legal obligation</p> <ul style="list-style-type: none"> • The Environmental Permitting (England and Wales) Regs 2010 • Local Government (Miscellaneous Provisions) Act 1976 • Town and Police Clauses Act 1847 • Policing and Crime Act 2017 • Licensing Act 2003 • Gambling Act 2005 • Police and Criminal Justice Act 2001 • Private Security Industry Act 200 • Licensing Act 2003 (Late Night Refreshment) Regulations 20105 • Food Safety Act 1990 • Local Government (Miscellaneous Provisions) Act 1982 • Breeding of Dogs Act 1991 • Dangerous Dogs Act 1991 • Zoo Licensing Act 1981 • Dangerous Wild Animals Act 1976 • Animal Welfare Act • The Local Government (Miscellaneous Provisions) Act 1982 <p>For a full list please see the Information Asset Register.</p> <p>We are allowed to use your information because it is necessary for the performance of a task in the public interest or our official duty –</p> <ul style="list-style-type: none"> • To provide resident parking permits • To provide pay and display car parking facilities • Section 14 Land Drainage Act 1991
Who we may share it with	<p>The Licensing Committee may consider individual applications. We may also share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.</p>

Council Service	Health & Leisure including Pavilion Leisure Centre
Why we use your personal information	<ul style="list-style-type: none"> To provide and manage membership services for the Pavilion leisure contract To market the services of the Pavilion Leisure Centre to people who have consented to direct marketing. To provide and manage the Toddler Town service. To provide and manage the holiday club service / school holiday scheme To manage bookings for the facilities at the Pavilion To provide to the Party service. To provide health and exercise services to the community
The information we collect	<ul style="list-style-type: none"> Name, address, contact details, physical health, payment details, racial/ethnic origin
Why we are allowed to use it	<p>We are allowed to use your information because it is necessary for the performance of, or steps before, a contract relating to -</p> <ul style="list-style-type: none"> Membership at the Pavilion Leisure Centre Providing the Toddler Town service. The school holiday club booking facilities for use at the Pavilion Leisure Centre the party service Beat The Street Blaby Programme <p>We are allowed to use your information because you have given us consent to process your information for this specific purpose</p>
Who we may share it with	We may share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.

Council Service	Health & Safety
Why we use your personal information	<ul style="list-style-type: none"> Accident reporting where the person concerned is over 18 Accident reporting where the person concerned is over 18 To maintain the Tread Carefully list, a list of service users who may threaten the health and safety of council employees To ensure that employees are given appropriate H&S training (personal data of employees only) To equip employees with lone worker devices
The information we collect	<p>Information we may collect includes your:</p> <ul style="list-style-type: none"> Name, address and contact details such as a telephone number and email address Your age, and details of the accident The behaviour or incident that lead to a decision to place your details on the Tread Carefully list Physical description, vehicle details, age, emergency contact (employees with lone worker devices only)
Why we are allowed to use it	<p>We are allowed to use your information because it is necessary for compliance with a legal obligation:</p> <ul style="list-style-type: none"> Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 <p>We are allowed to use your information because it is necessary for our</p>

Council Service	Health & Safety
	<p>legitimate interests:</p> <ul style="list-style-type: none"> • It is necessary for the council as an employer to take steps to ensure that staff are protected from threatening behaviour in the course of their duties (Tread Carefully list) • Contract of employment (H&S training for employees, lone worker devices for employees)
Who we may share it with	<ul style="list-style-type: none"> • Name and details of accident shared with H&S Committee • Health & Safety Executive under RIDDOR, Council Insurers (Zurich) • Other council departments / frontline staff (Tread Carefully list) • We may also share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.

Council Service	Housing
Why we use your personal information	<ul style="list-style-type: none"> • To provide households with homelessness information and advice • To place individuals and families in temporary accommodation • To manage the Housing Register
The information we collect	<ul style="list-style-type: none"> • Name, address, contact details, financial information, national insurance number, physical and mental health information, information about children/dependents, housing and family situation
Why we are allowed to use it	<p>We are allowed to use your information because it is necessary to comply with a legal obligation</p> <ul style="list-style-type: none"> • Landlord and Tenant Act 1985 • Homelessness Act 2003 • Housing Act 1996 • National Assistance Act 1948 • Homelessness (Suitability of Accommodation) (England) Order • Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015/967 • Homelessness Reduction Act 2017
Who we may share it with	<p>We may share the information you provide with your landlord, lettings agents. We may also share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.</p>

Council Service	Human Resources (HR)
Why we use your personal information	<ul style="list-style-type: none"> • To manage the council's workforce, including people applying to work for the council • To act as a DBS umbrella body offering Disclosure & Barring Service checks to other employers
The information we collect	<ul style="list-style-type: none"> • Name, address, contact details, next of kin, health, banking, offences
Why we are allowed to use it	<p>We are allowed to use your information because it is necessary for the performance of, or steps before, a contract of employment.</p> <p>We are allowed to use your information because it is necessary for the purposes of the council's legitimate interests – to provide the DBS umbrella body service.</p>
Who we may share it with	<p>The information you provide may be shared government departments such as the DWP, HMRC, the council's pension provider LGPS, Insurers, External Audit. We may also share your information with the</p>

	police or other regulatory or law enforcement bodies where it is lawful to do so.
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Council Service	Information Governance
Why we use your personal information	<ul style="list-style-type: none"> To provide you with access to information held by the council about its services To provide you with access to information held by the council about you To process complaints, compliments and comments under our Feedback procedures To process applications for temporary road closures To process applications for footpath diversions & extinguishments required due to development
The information we collect	<p>Information we may collect includes your:</p> <ul style="list-style-type: none"> Name, address and contact details such as a telephone number and email address Information about your personal circumstances that may be relevant to the service you have requested, eg in making a Subject Access Request or making a complaint
Why we are allowed to use it	<p>We are allowed to use your information because it is necessary to comply with a legal obligation</p> <ul style="list-style-type: none"> General Data Protection Regulation (GDPR) Data Protection Act 2018 Freedom of Information Act 2000 Environmental Information Regulations 2004 Section 257 Town And Country Planning Act 1990 Section 119 Highways Act 1980
Who we may share it with	<p>Other council departments, the Information Commissioner's Office (ICO), the Local Government and Social Care Ombudsman. Leicestershire County Council Highways, Parish Council, Utilities & organisations, the Police (temporary road closures & footpath diversions/extinguishments). We may also share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.</p>

Council Service	Insurance
Why we use your personal information	<ul style="list-style-type: none"> To manage the councils insurance cover and claims
The information we collect	<ul style="list-style-type: none"> Name, address, contact details, health information, financial information, information about the incident / claim
Why we are allowed to use it	<ul style="list-style-type: none"> We are allowed to use your information because it is necessary to comply with a legal obligation - Section 140 of the Local Government Act 1972
Who we may share it with	<p>The information you provide will be shared with the Council's insurers. We may also share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.</p>

Council Service	Legal Services
Why we use your personal information	<ul style="list-style-type: none"> To provide legal advice to the council in the performance of its statutory and public functions, for example enforcement action, planning agreements To provide an in house legal service
The information we collect	<ul style="list-style-type: none"> Name, address, contact details, legal representatives, details of matter requiring advice / action
Why we are allowed to use it	<p>We are allowed to use your information because it is necessary for the performance of a task in the public interest or our official duty - to provide legal advice to the council in the performance of its statutory and public functions, for example enforcement action, planning agreements.</p> <p>We are allowed to use your information because it is necessary for the purposes of the council's legitimate interests – to provide in house legal expertise to support the business.</p>
Who we may share it with	Internal departments, other parties to an action, courts and court enforcement agents. We may also share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.

Council Service	Lightbulb Service
Why we use your personal information	<ul style="list-style-type: none"> To process applications for disabled facilities grants To provide services to inpatients to assist them in returning to suitable accommodation post discharge To provide holistic housing services including assistive technology, minor adaptations
The information we collect	<ul style="list-style-type: none"> Name, contact details, health & financial information
Why we are allowed to use it	<p>We are allowed to use your information because:</p> <ul style="list-style-type: none"> it is necessary to comply with a legal obligation - The Housing Grants, Construction and Regeneration Act 1996 You have given us consent to process your information for this specific purpose.
Who we may share it with	This information may be shared internally with other council departments to provide support services. The information may also be shared externally with other partners such as the NHS, Hospitals, County Council, health and support organisations as part of the councils Lightbulb service delivery. We may also share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.

Council Service	Local Land Charges
Why we use your personal information	<ul style="list-style-type: none"> To maintain the Local Land Charges Register and to complete official and personal searches of the register and other information held by the council
The information we collect	<p>Information we may collect includes your:</p> <ul style="list-style-type: none"> Name, address and contact details such as a telephone number and email address, payment details
Why we are allowed to use it	<p>We are allowed to use your information because it is necessary to comply with a legal obligation</p> <ul style="list-style-type: none"> Local Land Charges Act 1975 Environmental Information Regulations 2004
Who we may share it with	<p>Individuals, solicitors and conveyancers who may undertake searches of the local land charges register, and the Information Commissioner's Office (ICO). We may also share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.</p>

Council Service	Neighbourhood Services – Refuse and Recycling
Why we use your personal information	<ul style="list-style-type: none"> All records relating to any assisted refuse collection service provided to residents who, through illness or infirmity, are unable to put out their refuse and do not have anyone else to assist them To provide the kerbside refuse & recycling collections service To provide a trade waste service to businesses within the district. To provide garden waste collection service To provide a bulky waste collection service To collect hazardous and clinical waste from residential properties
The information we collect	<ul style="list-style-type: none"> Name, address, contact details, physical / mental health information, payment details
Why we are allowed to use it	<p>We are allowed to use your information because it is necessary for the performance of, or steps before, a contract -</p> <ul style="list-style-type: none"> Businesses enter into a contract with the Council to provide a trade waste collection service. To enter into a contract for the provision of a garden waste service. To enter into a contract for the provision of a bulky waste collection service. <p>We are allowed to use your information because it is necessary to comply with a legal obligation</p> <ul style="list-style-type: none"> Refuse Disposal (Amenity) Act 1978 Environmental Protection Act 1990 Control of Pollution Act 1974 <p>We are allowed to use your information because it is necessary for the purposes of the council's legitimate interests – Licences and wayleaves are required from time to time to grant rights of access to council owned land.</p> <p>We are allowed to use your information because you have given us consent to process your information for this specific purpose (assisted collections).</p>
Who we may share it with	<p>We may share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.</p>

Council Service	Partnerships & Community Development
Why we use your personal information	<ul style="list-style-type: none"> • To provide capital grants to eligible community groups • To provide revenue grants to eligible community groups • To provide grants for the benefit of young people to eligible community groups • To maintain an up to date contact list of parish clerks and contacts at parish councils and meetings within the district. • To facilitate meetings of the Parish Council Liaison meetings • To facilitate the meetings of the Youth Council • To run the Love Blaby community lottery • To maintain the voluntary community sector database for organisations within the district • To provide signposting to employment, skills and training services
The information we collect	<ul style="list-style-type: none"> • Name, address, contact details, parental contact details, health/allergy information
Why we are allowed to use it	<p>We are allowed to use your information because it is necessary for the performance of a task in the public interest or our official duty –</p> <ul style="list-style-type: none"> • Local Government Act 1972 • The council works closely with parish councils and the forum is utilise to update parishes on work being done by the district <p>We are allowed to use this information because it is necessary for the purposes of the council's legitimate interests - the council works closely with parish councils and it is necessary to maintain an up to date central contact list.</p> <p>We are allowed to use your information because you have given us consent to process your information for this specific purpose.</p>
Who we may share it with	<p>The Parish Council contact list is available on the intranet to all staff. Gatherwell shares Love Blaby Lottery participant data with the good causes that the participant supports. We may also share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.</p>

Council Service	Planning – Development Services
Why we use your personal information	<ul style="list-style-type: none"> • To process planning applications relating to advertisements. • To process planning applications relating to demolitions. • To process business / commercial planning applications. • To process householder planning applications. • To process planning applications relating to listed buildings. • To process applications for works on protected trees. • To consider planning matters where prior notification is required under the General Permitted Development Order (GPDO) • The provision of free, pre application planning advice to individuals and businesses. • To facilitate the creation and management of tree preservation orders. • To consider planning applications arising from special requirements. • To facilitate the creation and management of tree preservation orders.
The information we collect	<ul style="list-style-type: none"> • Name, address, contact details, payment information • Physical / mental health, possibly information about children (for special requirements applications)
Why we are allowed to use it	<p>We are allowed to use your information because it is necessary to comply with a legal obligation</p> <ul style="list-style-type: none"> • Town and Country Planning Act 1990 • Planning and Compulsory Purchase Act 2004 • Planning (Listed Buildings and Conservation Areas) Act 1990 • Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009/452 • Town and Country Planning (Determination of Appeal Procedure) (Prescribed Period) (England) Regulations 2009/454 • Town and Country Planning (Development Management Procedure) (England) Order 2015/595 • Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012/2920 <p>We are allowed to use your information because it is necessary for the performance of a task in the public interest or our official duty –</p> <ul style="list-style-type: none"> • Town and Country Planning Act 1990
Who we may share it with	<p>Information is shared with a number of internal and external consultees such as the County Highways Department, Environment Agency, Environmental Health and Open Spaces team. We may also share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.</p>

Council Service	Planning – Development Strategy
Why we use your personal information	<ul style="list-style-type: none"> • To maintain a register of people who are interested in self-build or custom housebuilding projects in their area. • To monitor contributions payable to the council under S106 agreements / planning contributions • To monitor contributions payable to the council under S106 agreements / planning contributions • To maintain a database of individuals, contractors and sole traders for economic development activities • To maintain a database of individuals consultees for planning policy activities • To maintain a database of statutory consultees for planning policy activities • To develop the local plan and supplementary planning documents. • To support communities to prepare Neighbourhood Plans
The information we collect	<ul style="list-style-type: none"> • Name, address, contact details, payment details
Why we are allowed to use it	<p>We are allowed to use your information because it is necessary to comply with a legal obligation</p> <ul style="list-style-type: none"> • Self Build and Custom Housing Act 2015 • Planning and Compulsory Purchase Act 2004 • Town and Country Planning Act 1990 • Neighbourhood Planning Act 2017 • Highways Act 1980 • Sustainable Communities Act 2007 • Local Government, Planning and Land Act 1980 • Town and Country Planning (Local Planning) (England) Regulations 2012/767 • Town and Country Planning (Compensation) (England) Regulations 2015/598 • Neighbourhood Planning (General) Regulations 2012/637 <p>We are allowed to use your information because it is necessary for the performance of a task in the public interest or our official duty –</p> <ul style="list-style-type: none"> • Town and Country Planning Act 1990 • Planning and Compulsory Purchase Act 2004 • Neighbourhood Planning Act 2017 • Highways Act 1980 • Sustainable Communities Act 2007 • Local Government, Planning and Land Act 1980 • Town and Country Planning (Local Planning) (England) Regulations 2012/767 • Town and Country Planning (Compensation) (England) Regulations 2015/598 • Neighbourhood Planning (General) Regulations 2012/637 <p>We are allowed to use your information because you have given us consent to process your information for this specific purpose.</p>
Who we may share it with	<p>Planning Inspectorate and Programme Officer for the purposes of the Examination of the Local Plan. Neighbourhood Planning Groups and Examiners of Neighbourhood Plans.</p> <p>We may also share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.</p>

Council Service	Planning Enforcement
Why we use your personal information	<ul style="list-style-type: none"> To investigate and enforce breaches of planning controls relating to commercial and residential development, land use, advertisements, protected trees, listed buildings and other development control matters
The information we collect	<ul style="list-style-type: none"> Name, address, contact details, racial / ethnic origin
Why we are allowed to use it	<p>We are allowed to use your information because it is necessary for the performance of a task in the public interest or our official duty –</p> <ul style="list-style-type: none"> Town and Country Planning Act 1990 New Towns Act 1981
Who we may share it with	We may share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.

Council Service	Property & Assets
Why we use your personal information	<ul style="list-style-type: none"> To maintain the councils assets, facilities and premises To consider applications made under the Community Right to Bid procedure (Assets of Community Value) To manage the business units at Ender by Road Industrial Estate (ERIE) To manage the councils mobile homes sites including tenancies To manage allotments owned and or managed by the council To enter into licences and leases with individuals To grant wayleaves across Council owned land
The information we collect	<ul style="list-style-type: none"> Name, address, contact details, financial information, payment details
Why we are allowed to use it	<p>We are allowed to use your information because it is necessary for the performance of, or steps before, a contract -</p> <ul style="list-style-type: none"> To ensure that the councils assets, facilities and premises are managed and maintained. The council must process personal information to enter into commercial leases. <p>We are allowed to use your information because it is necessary to comply with a legal obligation</p> <ul style="list-style-type: none"> Mobile Homes Act 2003 Allotments Act 1950 Small Holdings and Allotments Act 1908 Small Holdings and Allotments Act 1926 Localism Act 2011 <p>We are allowed to use your information because it is necessary for the purposes of the council's legitimate interests – Licences and wayleaves are required from time to time to grant rights of access to council owned land.</p>
Who we may share it with	<p>This information will be shared with Shortland Parsley - Managing Agents (leases for Enderby Road Industrial Estate only).</p> <p>We may also share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.</p>

Council Service	Recovery (Council Tax, Housing Benefit, NNDR, General Debt)
Why we use your personal information	<ul style="list-style-type: none"> To recover Council tax arrears To recover Housing benefit overpayment To recover NNDR arrears To recover general debts To promote our online services we may contact you by email. If you do not wish to receive any emails from us, please let us know
The information we collect	<ul style="list-style-type: none"> Name, address, contact details, payment details email address
Why we are allowed to use it	<p>We are allowed to use your information because it is necessary to comply with a legal obligation</p> <ul style="list-style-type: none"> Local Government Finance Act 1992 Council Tax (Alteration of Lists and Appeals) (England) Regulations 2009/2270 Social Security Administration Act 1992 Section 25 of the Business Rates Supplements Act 2009 To improve our services to residents <p>We are allowed to use your information because it is necessary for the purposes of the council's legitimate interests – to recover monies owed to it.</p>
Who we may share it with	The information you provide may be shared with the Courts and Court Enforcement Officers. We may also share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.

Council Service	Revenues & Benefits
Why we use your personal information	<ul style="list-style-type: none"> To assess, bill and collect council tax To assess, bill and collect NNDR To assess and manage claims for housing benefit To assess and manage claims for council tax support To assess, bill and collect NNDR To provide emergency funding for an immediate need for a resident who is unable to pay To provide food parcels to needy households in partnership with other organisations To promote our online services we may contact you by email. If you do not wish to receive any emails from us, please let us know
The information we collect	<ul style="list-style-type: none"> Name, address, contact details, date of birth, proof of identity, financial, health information, email address
Why we are allowed to use it	<p>We are allowed to use your information because:</p> <ul style="list-style-type: none"> it is necessary to comply with a legal obligation – Social Security Administration Act 1992 Local Government Finance Act 1992 Council Tax (Alteration of Lists and Appeals) (England) Regulations 2009/2270 Local Government Finance Act 1992 Business Rates Supplements Act 2009 You have given us consent to process your information for this specific purpose. To improve our services to residents
Who we may share it with	This information may be shared internally with other council departments to provide support services. We may also share your

	information with the police or other regulatory or law enforcement bodies where it is lawful to do so.
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Council Service	Strategic Growth (Planning)
Why we use your personal information	<ul style="list-style-type: none"> To manage planning applications for large and strategic sites
The information we collect	<ul style="list-style-type: none"> Name, address, contact details
Why we are allowed to use it	<p>We are allowed to use your information because it is necessary to comply with a legal obligation</p> <ul style="list-style-type: none"> Town and Country Planning Act 1990 Planning and Compulsory Purchase Act 2004 Planning (Listed Buildings and Conservation Areas) Act 1990 Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009/452 Town and Country Planning (Determination of Appeal Procedure) (Prescribed Period) (England) Regulations 2009/454 Town and Country Planning (Development Management Procedure) (England) Order 2015/595 Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012/2920
Who we may share it with	Information is shared with a number of internal and external consultees such as the County Highways Department, Environment Agency, Environmental Health and Open Spaces team. We may also share your information with the police or other regulatory or law enforcement bodies where it is lawful to do so.