

This privacy notice provides information about our processing of personal information on Local Plan and Community Infrastructure Levy (CIL) examinations in England.

Our published <https://www.gov.uk/guidance/local-plans> provides detailed information about the plans process. It can be found here:

Our Inspectors are appointed by the Secretary of State for Housing, Levelling-Up and Communities to carry out an independent examination of local plans which have been submitted. For CILs, our Inspectors are appointed by the charging authority to examine their Charging Schedule.

Local planning authorities (LPA) submit information to us in respect of their proposed plan and CIL- including the representations that they received on it. This information is sent to the Inspector.

During the examination, the Inspector will also hear oral representations from the parties and consider any further written representations that are accepted during that examination.

The LPA will provide a programme officer to support the Inspector, and representations are exchanged between the LPA and the Inspector through the programme officer.

The Inspector and Planning Inspectorate will need to know the name of those making representations. The Inspector will not need to know the address or contact details of those making representations. However, in some cases, in order to run virtual events by means of video or telephone conference, the Planning Inspectorate may need to know the e-mail address and/or telephone number of those making representations.

The Inspector is required to examine whether the plan is sound and legally compliant<sup>1</sup> and in doing so they must consider any representations.<sup>2</sup> Those participating in a local plan examination should note that their representations will be 'made available' by the LPA in line with the Regulations.<sup>3</sup> This includes publication on the LPA's website. During the examination the Inspector may write to the LPA regarding soundness, legal compliance and procedural matters and the0 g5/90048700s0057>3004C0052>1600s00E

We normally keep the documents submitted on the plan and CIL for a period of approximately 3 months following the local planning authority's decision as to whether they adopt their proposed plan.

We keep the Inspector's report for approximately 5 years.

As set out above and in our casework guidance, representations received on the plan and CIL are exchanged between the LPA and the Planning Inspectorate through the programme officer, and are made publicly available by the LPA. We may also provide information to our sponsor department.

We may use third party service providers to assist us in the provision of our service - for instance through the provision of information technology services. Where we do so, contracts will be put in place to ensure that your personal information is processed only as instructed by us (unless otherwise required by law), and that appropriate measures are in place to ensure the security of information.

We do not transfer your information outside of the EU.

Data protection legislation provides you with rights in respect of your personal information. Typically these are:

- the right to be informed;
- the right of access;
- the right to rectification;

Your other rights may also not be absolute and, as our legal basis for processing information is not normally dependent on your consent, withdrawal of this is not normally applicable. However, if you have concerns over the use of your personal information, or wish to exercise your rights, then please contact us at the address below.

When we process your personal information we will comply with the Data Protection Act.

If you are unhappy with the way the Inspectorate processes your personal information then you should first contact the Inspectorate's Data Manager: [dataprotection@planninginspectorate.gov.uk](mailto:dataprotection@planninginspectorate.gov.uk)

Data Manager  
The Planning Inspectorate  
3<sup>rd</sup> Floor Temple Quay House  
2 The Square

Temple Quay  
Bristol  
BS1 6PN

Alternatively, you can contact our respective sponsor's Data Protection Officer directly (please make clear that your query/complaint relates to the Planning Inspectorate)

DLUHC: [dataprotection@communities.gov.uk](mailto:dataprotection@communities.gov.uk)

If you are still not happy, or for independent advice about data protection, privacy and data sharing, you can contact:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 0303 123 1113 or 01625 545 745  
<https://ico.org.uk/>

We keep our privacy policy under review. This privacy policy was last updated on 25 January 2021.