

Privacy Notice- Central Lancashire Local Plan

Your Personal Data

Who we are

We are South Ribble Borough Council, and your privacy is important to us. We aim for full transparency on how we gather, use, and share your personal information in accordance with the General Data Protection Regulation.

If you have any concerns about how the Council is handling your personal data, these can be raised with the Council's Data Protection Officer:

The Data Controller, Director of Governance

South Ribble Borough Council

Civic Centre, West Paddock

Leyland

PR25 1DH

Email: info@southribble.gov.uk

Telephone: 01772 625625.

We keep our privacy notice under regular review, and we will place an updated version on this page. This will help ensure that you are always aware of what information we collect and how we use it.

The Central Lancashire Local Plan is the development plan under preparation in accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012 and National Planning Policy Framework (updated December 2024) to cover the administrative boundaries of Chorley, Preston and South Ribble.

The Plan is being prepared between South Ribble Borough Council, Chorley Council and Preston City Council, and therefore all three Councils are data controllers for any such personal data you may give us.

Data is shared equally by all three Councils and is covered by each individual Council's privacy notice. The data will be shared within those teams for the purposes of the Central Lancashire Local Plan partnership.

What we need

We will collect basic personal data which you provide to us about you which includes your name, address, telephone number and email address. For mailing list subscriptions, your personal data will be kept on file by us for the duration of the plan making process and we will write to you periodically to seek your consent to remain on the database. The lawful basis for processing your data is Article 6(1)(e) of the UK GDPR – the performance of a task carried out in the public interest and in accordance with our legal obligations under planning legislation.

We will also collect more detailed information including your views with regards the Central Lancashire Local Plan as part of any consultations, and details of land ownership together with any other information you have given us and information that we receive from third parties e.g. agents.

In accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 representations are invited on the publication version of the Central Lancashire Local Plan 2023 – 2041. All representations for this Regulation 19 consultation must include a name and postal address. Anonymous representations will not be accepted. They must also include prescribed responses as set out in the Planning Inspectorate Guidance available [here](#).

Why we need it

The Town and Country Planning (Local Planning) (England) Regulations 2012 requires Councils to make available the representations received along with the name of the person making that representation. Representations will be made available for the public to read as part of the Local Plan preparation process. Other personal details except for names will not be made available.

In some cases, in order to run virtual events by means of video or telephone conference, the Planning Inspectorate may also need to know the e-mail address and/or telephone number of those making representations.

What we do with it

For all purposes except for the data supplied by you under the Regulation 19 consultation we will not pass your details on to any third party (outside of the Central Lancashire Partnership).

In accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 consultation responses are collected and we will not disclose personal details or full responses. They will be used to inform the preparation of policies only and held on file until the adoption of the Local Plan, after which they will be destroyed.

All representations for the Regulation 19 consultation must be sent to the Planning Inspectorate and made available to view online (with all personal data redacted except for names) as part of the Central Lancashire Local Plan 2023-2041 examination process.

Copies of the comments received will be available for the public to view including the full name of the respondent and cannot be treated as confidential. Data will be processed and held in accordance with the General Data Protection Regulation.

In addition to the processor (Delib 'Citizen Space'), we will pass your details to the Planning Inspectorate for the purposes of Regulation 22. The Planning Inspectorates Privacy Notice is available [here](#).

Where you have indicated a desire to take part in the independent examination of the Local Plan, you may be contacted by the Programme Officer for arrangements for hearings. The Programme Officer is an external consultant, and we will share contact details with the Programme Officer to enable contact to be made with relevant parties.

Where you have indicated that you wish to be kept informed of the progress of plan making, you will be contacted by email by the Council to notify you of progress.

What are your rights

You have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate data
- Object to the processing of your data in certain circumstances
- Lodge a complaint with the Information Commissioner's Office (ICO)

Transferring information overseas

In certain circumstances we may transfer your information to organisations in other countries on the basis that anyone to whom we pass it protects it in the same way we would and in accordance with applicable laws.

How long we keep your information

We will keep your information for as long as it is required by us or other regulatory bodies in order to comply with legal and regulatory requirements or for other operational reasons. In most cases this will be a minimum of six years. More information on our retention schedule can be found online.

You may request to be removed from the Central Lancashire mailing list at any time by e-mailing: centrallancashireplan@chorley.gov.uk or writing to Central Lancashire Local Plan Team, Chorley Council, Civic Offices, Union Street, Chorley, PR7 1AL stating you wish to be removed from the 'Central Lancashire Local Plan Review Consultations Database'.

Upon adoption of the Local Plan, we will email you to ask if you wish to be removed from the list.

South Ribble Borough Council also holds a separate consultation database of people who have requested to be kept up to date on planning policy consultations and news. You will need to notify South Ribble Borough Council if you wish to be removed from this database by emailing planning.policy@southribble.gov.uk or write to the Planning Policy Team, South Ribble Borough Council, Civic Centre, West Paddock, Leyland, PR25 1DH.

Website information

South Ribble Council encourages you to review the privacy statements of web sites you choose to link to from South Ribble Council so that you can understand how those web sites collect, use and share your information. South Ribble Council is not responsible for the privacy statements or other content on web sites outside of the South Ribble Council family of web sites.

Use of Cookies

The South Ribble Council web site use "cookies" to help you personalise your online experience. A cookie is a text file that is placed on your hard disk by a website via your web browser. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you and can only be read by a web server in the domain that issued the cookie to you.

View more information on the use of cookies.

