

E-PLANNING ACCEPTABLE USE POLICY

The Online Planning Information Systems (OPIS) is covered by East Ayrshire web site's terms of use, privacy statement and personal information gathered through the system is held and processed in accordance with data protection law. The following lists additional information related to Planning Application systems.

What information do we collect about you?

Personal Information

When determining a planning or related application, East Ayrshire Council receives a variety of personal information from a number of sources, including the application form and any documents of support or objection from the applicant and interested parties. The types of personal information supplied can include:

- contact information - your name, address, email address, telephone or mobile numbers;
- your occupation;
- information about your health;
- information relating to expressed opinions or intentions in respect of a planning application.

Publication and Access to Information

In order to comply with its statutory obligations, the Council must make public certain details relating to planning applications in the form of a public register. Regulations allow this information to be made available on the Internet. The Council is also under a statutory obligation to publish on its website a list of planning applications. This includes the name and address of the applicant and, where an agent is acting for the applicant, the name and address of that agent.

Information for Applicants and Agents

The Council will publish on its website a copy of your completed application form and relevant supporting documents and drawings.

This will include your name and address and, where an agent is acting for you, the name and address of that agent.

In order to protect your personal data from any unnecessary disclosure, the Council will remove your telephone number, mobile number, email address and signature from the information that may be viewed via the website. Any sensitive personal data such as information about your health will also be removed before publication.

Information for Consultees and Objectors

When you submit comments on a Planning Application, the Council may publish your comments on its website and this may include your name and address. If you have provided us with your telephone number, email address or signature, these will be removed prior to publication. You should avoid providing us with any other personal information which is not relevant to the planning application. While we will attempt to remove (redact) unnecessary personal information it is better if it is not provided. Your representation and personal details will remain on the website until the application has been decided.

Please consider the following before providing us with information:

- Only provide personal information if you are happy for it to be placed in the public domain, including publication on the internet.
- Do not include personal information about another person (including family members) unless the individual concerned has consented and you can provide evidence of this consent.
- Tell us as soon as possible if any of the personal information you have provided has changed.

Acceptable Content

When commenting on an application you will have to keep your comments to planning matters only. Only those comments which relate to planning matters will be considered. You should not use any potentially

defamatory remarks for example about financial circumstances, criminal convictions, race, religion, gender or personal information which could lead to legal action being taken against you. Offensive or racist comments will not be considered and the inclusion of them within your application will result in either your representation being redacted or rejected in full.

East Ayrshire Council reserves the right to amend any comment or correspondence received to remove any defamatory statements brought to our attention.

If an appeal against the application is submitted to the Scottish Government's Directorate of Planning and Environmental Appeals, they will also publish your comments on the internet.

Data Protection

The Council will process your personal data in accordance with Data Protection law.

For further information on the Council's compliance with data protection legislation, please visit the Council's webpage and search for Privacy Statement or contact the Council's Data Protection Officer using the following contact details:

Data Protection Officer
East Ayrshire Council
Council Headquarters
London Road
Kilmarnock
KA3 7BU

Tel: 01563 576094
information.governance@east-ayrshire.gov.uk

Copyright

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