

What information must we provide when we collect personal data from individuals?

The GDPR specifies what you need to tell individuals when you collect personal data from them. There are some types of information that you must always provide, while the provision of other types of information depends on the particular circumstances of your organisation, and how and why you use people's personal data. The table below explains what information you need to provide, what to tell people, and when it is required.

What information do we need to provide?	Personal data collected from individuals	Personal data obtained from other sources
The name and contact details of your organisation	✓	✓
The name and contact details of your representative	✓	✓
The contact details of your data protection officer	✓	✓
The purposes of the processing	✓	✓
The lawful basis for the processing	✓	✓
The legitimate interests for the processing	✓	✓
The categories of personal data obtained		✓
The recipients or categories of recipients of the personal data	✓	✓
The details of transfers of the personal data to any third countries or international organisations	✓	✓
The retention periods for the personal data	✓	✓
The rights available to individuals in respect of the processing	✓	✓
The right to withdraw consent	✓	✓
The right to lodge a complaint with a supervisory authority	✓	✓
The source of the personal data		✓
The details of whether individuals are	✓	

under a statutory or contractual obligation to provide the personal data

The details of the existence of automated decision-making, including profiling



- Where information has been shared with the LPA by the planning portal, GDPR requires that their privacy notices must include all the information that is applicable where there is a tick under the right hand column 'personal data obtained from other sources' (for example the legitimate interests for the processing won't be applicable as they won't be relying upon legitimate interests)
- Where they receive the information from the individual themselves (e.g. emailed planning applications or planning objections) then the privacy notice must contain all the information indicated by the left hand column.
- Unless LPAs want to track how the information was received and maintain two privacy notices their best approach is to provide information in both columns.

Your notice

You must actively provide privacy information to individuals. You can meet this requirement by putting the information on your website, but you must make individuals aware of it and give them an easy way to access it.

A note on timing

When you collect personal data from the individual it relates to, you must provide them with privacy information **at the time** you obtain their data.

When you obtain personal data from a source other than the individual it relates to (eg from the planning portal or iApply), you need to provide the individual with privacy information:

- within a reasonable period of obtaining the personal data and no later than one month;
- if you use data to communicate with the individual, at the latest, when the first communication takes place; or
- if you envisage disclosure to someone else, at the latest, when you disclose the data.