

## COMMUNITY PLANNING PRIVACY NOTICE

JTP is committed to protecting the personal information of those who participate in our Community Planning processes.

This privacy statement provides information about the personal information that JTP collects about members of the public, specifically at community events, and the ways in which our practice uses that personal information.

### How is your information used?

When we collect personal information from members of the public, it will be used for the following purposes:

- To keep you informed of progress regarding that project only
- To keep you informed of future events regarding that project only
- To contact you regarding any comments you submitted for that project only

JTP has a legitimate interest in processing your data. When you voluntarily give us your personal information we will only use it for the above purposes. If we intend to use your personal information for a purpose other than those above, we will seek your express consent.

### How do we collect information from you?

#### Events

You can attend our Community Planning events without providing any personal information, however, attendees can consent to add their personal contact details to our mailing list or as part of a comment sheet.

#### Photographs

If JTP intend to take photographs at the event this will be indicated by signage and you should inform us if you do not wish to have your photograph taken.

Photographs taken at JTP events may be used on our social media sites and publications.

#### Email

By emailing us with your views or asking to be kept up to date with a specific project, you are providing JTP with full consent to process, manage and retain your personal information. This would be for the express purpose of that project only.

### How do we retain your data?

We will store all personal information you provide on our secure servers. Once consented data is added to our secure servers, hard copies are shredded.

We will hold personal information on record for five years. If after this time we deem it necessary to retain your information, for example if the project is still ongoing, we will seek your express consent to do so.

### What type of information is collected from you?

The personal information you provide may include your name, address, e-mail address, phone number and other information about yourself to enable us to keep you up to date with the progress of the projects or discuss comments you submit.

### Who will it be shared with?

- We will not share your personal information with third parties unless a data sharing agreement is in place, in which case you will be made explicitly aware of who we share information with
- Your views will be shared with the project team but all identifiable data will be removed beforehand
- Your views may be published as part of our report to the Local Planning Authority but your personal details will not be published
- Comments made during community events may be published on social media as quotes, but all identifiable data will be removed beforehand

### **Our website**

You can visit our website without providing any personal information, however we may automatically collect IP addresses, information about your visit and how you use our website. Further details are contained within our Privacy and Cookies Policy on our website [www.jtp.co.uk](http://www.jtp.co.uk).

You may provide us with information by corresponding with us by phone, email, or otherwise as indicated on the website.

### **Your Rights**

You have the right to ask us not to process your personal information or to have your personal information removed from our systems at any time. You can exercise the right by contacting us at [optout@jtp.co.uk](mailto:optout@jtp.co.uk).

Our website contains links to a number of websites that may offer useful information to our visitors. Please note, that if you follow the link to any of these websites this privacy statement does not apply and we do not accept responsibility or liability for their policies.

You also have the right to see and correct data that we hold about you. If your details change or any other information we hold is inaccurate or out of date, please email us at [optout@jtp.co.uk](mailto:optout@jtp.co.uk).

### **Security**

JTP will take reasonable technical and organisational precautions to ensure that your personal information is treated securely. We will store all personal information you provide on our secure servers.

### **13 or Under**

We do not collect any personally identifiable information from children aged 13 or under without prior verifiable consent from his parent/guardian.

### **Data Breaches and Reporting**

If it becomes apparent that a potential data breach has occurred JTP will report this to the ICO within 72 hours of becoming aware of the data breach. This will be the case if the data breach is likely to result in damage to a person's reputation, financial loss, loss of confidentiality, or major financial or social disadvantage. If the breach is likely to result in a high risk to the rights and freedoms of the data subject the Company will also contact the data subject without undue delay.

Data breaches will be reported to the Information Commissioner Office (ICO) by calling the dedicated personal data breach helpline on 0303 123 1113.

### **How to contact us**

If you have any questions regarding this privacy notice, please do not hesitate to contact Janet Lewis, at [optout@jtp.co.uk](mailto:optout@jtp.co.uk) or [community@jtp.co.uk](mailto:community@jtp.co.uk).