



Privacy Notice: **How We Deal with your Personal Information**

The Yorkshire Dales National Park Authority is committed to ensuring the responsible collection and use of personal data in the course of its business, under the requirements of the Data Protection Act 2018 (DPA) and the EU General Data Protection Regulation 2016 (GDPR).

This Privacy Notice was drafted with brevity and clarity in mind and is therefore a summary of the Authority's collection and use of personal information. Please contact us (see below) if you would like further details on any aspect of our data processing. The Notice is reviewed and updated regularly.

What?

Personal information, or personal data, is defined as any information relating to a living individual who can be identified from that data or from that data in conjunction with other data held by the Authority.

In the course of our work we may hold personal information about individuals – this could include general details of name and address, or may be more detailed and in some instances “sensitive/special” eg financial or health status, racial origin etc.

Why?

The “lawful basis” for the Yorkshire Dales National Park Authority processing personal information is in the provision of services and functions in the public interest or in the exercise of official authority; or in the performance of a contract; or for compliance with a legal obligation.

We process personal information in the course of carrying out our core functions to conserve and enhance the natural beauty, wildlife and cultural heritage of the Yorkshire Dales, and to promote the opportunities for the understanding and enjoyment of the area by the public.

We also process personal data to enable us to promote our services, to maintain our accounts and records, to support and manage our staff. We also carry out some “discretionary” activities for which we might ask for personal details, for example marketing, retail, surveys.

How?

Under the requirements of current data protection legislation (the DPA and the GDPR) we will ensure that personal data is processed fairly and lawfully, and only used for the

purposes for which it was obtained; and that the rights of data subjects are properly respected.

When collecting personal information from you, we will tell you how this information is to be used, and will not use your details for other purposes without your consent.

We will ensure that the information is processed and filed in a secure way and that access to the information is restricted to those who need to use it for the purposes for which it was collected.

We will keep the information up to date and will not keep it for longer than necessary.

To ensure that we provide you with an efficient and effective service we will sometimes need to share your information with our partner organisations that support the delivery of the service you may receive. We may also need to supply your information to organisations we have contracted to provide a service to you.

We will only ever share your information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do, and, where appropriate, Information Sharing Agreements are completed showing the rules to be adopted by the various organisations involved in the sharing exercise.

We will never share your information for marketing purposes.

These principles and requirements should be seen in the context of other relevant legislation including the Human Rights Act 1998 and the Freedom of Information Act 2000.

As a public authority, we have a designated Data Protection Officer as required by Article 37 of the GDPR.

Planning applications

Planning legislation (“the Town and Country Planning Act 1990”) requires the Authority to make details of applicants and proposals for planning permission publicly available.

These details include some personal information, such as names and addresses. You need to be aware that when you submit a planning application to us the application, plans and any related documents or comments that you send to us are part of the public record. We have a statutory duty to make all application documentation – including any documents and consultation responses received in paper format - available for any member of the public to see, both on our website www.yorkshiredales.org.uk or at our offices in Bainbridge or Grassington.

Who sees my data?

Planning legislation requires the Authority to make details of applicants and proposals for planning permission available for public inspection. They are available electronically on the Authority’s website or in hard copy at our offices in Bainbridge or Grassington

The name of the owner of a property or land, plus the address of that property or land, must, in most cases, be publicly available;

The Authority is required to publish any comments (including the name of the person making the comments) received regarding a planning application, and these comments may be reported to the Authority's Planning Committee in summary form. All comments received are available for inspection by the public, applicants, and Members of the Authority.

The Authority will not accept anonymous comments, and will require the name and postal address of the person submitting the comments. However, details such as signatures, personal telephone numbers and personal email addresses are redacted from documents before being published on the website.

Conditions relating to Copyright

Notices, plans, drawings and other documents are protected by the Copyright Designs & Patent Act 1988. Material which is downloaded and/or printed for consultation purposes may only be used to compare current applications with previous schemes, or to check whether developments have been completed in accordance with approved plans. Further copies must not be made without the prior permission of the copyright owner.

Ordnance Survey maps, and maps created from Ordnance Survey material, are subject to Crown copyright. The use of mapping is limited to an allowance to view and download for private purposes and non-commercial purposes only. Mapping may not be further sub-licensed, sold, demonstrated, lent or otherwise transferred without the prior written permission of Ordnance Survey. Ordnance Survey shall not be held responsible for the map material not being fit for your purposes or applications.

Need further information?

If you would like to discuss anything further, or would like to know more about the rights of data subjects, or would like to see the Authority's Data Protection Policy, please contact the Authority's **Data Protection Co-ordinating Officer** by email on lesley.knevitt@yorkshiredales.org.uk or by telephone 01969 652326.

Further information is also available from the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF; tel 01625 545 745; or visit the website <https://ico.org.uk/>

May 2018