

# Privacy Notice: Environment and Design

This Privacy Notice tells you about what information we collect about you, how we use that information and who we share it with.

## 1. Who we are and what we do

The role of the Environment and Design service is to provide both internal and external users with specialist advice, guidance, and support of the highest standard across all aspects of the built and natural environment; ranging from design and built heritage, landscape, ecology, and climate change.

Our teams provide professional and technical expertise which supports the delivery of high-quality projects, policies and programmes across areas as diverse as planning and urban design, managing the county's Heritage Coast and a breadth of landscape scale partnerships such as the flagship Seascapes project. A current major area of our work is in the promotion of a green economic recovery for the county through the development of a low carbon economy.

At one level, our skills and knowledge assist the Council in meeting its statutory and strategic priorities, and we therefore play key roles in ensuring that corporate commitments such as responding to its Climate Emergency declaration are met.

We are also active in building productive relationships with our partners and stakeholders to help them embed a strong environmental dimension into to their work ; helping meet the strategic aim of making the county 'better for everyone'. Often our work covers a variety of community-focussed programmes including and not exclusive to

- managing the County Durham Partnership's annual Environment Awards which celebrate action in the environment across all communities in the county,
- the Lottery-supported Durham Woodland Revival scheme which aims to improve the amount and condition of publicly owned woodlands and
- support for business development through the Business Energy Efficiency Programme (BEEP) which encourages businesses to take an environmentally aware approach towards their operations whilst making financial savings.

For more information [visit the Durham County Council website](#).

For the purposes of Data Protection, Durham County Council is the Data Controller

## 2. What type of personal information do we collect and how do we collect it?

We collect the following personal information about you:

- Your name, surname, or your organisation name
- Site information
- Your telephone number(s)
- Your email address
- Payment details
- Names of nominees for awards
- Surveys and opinion feedback
- Financial information (BEEP business)

We collect information about you in the following ways:

- Email
- Public consultations/ Surveys
- Pledge
- Face to face meetings/interviews/events
- Telephone
- Application forms
- Online
- By post
- Award events
- Case studies
- Electronically using Eventbrite\*

\*Eventbrite is a booking system used to arrange attendance at virtual and face to face sessions. We will only collect name, organisation and email address at the booking stage.

### **3. What is our lawful basis to obtain and use your personal information?**

When we collect and use your personal information we rely on one of the following (Delete as appropriate.)

- **Public task:** the processing is necessary for us to perform a task in the public interest or for our official functions
- **Legitimate Interests** – processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party

### **4. What is your personal information used for?**

The Environment and Design Team collects and processes information about you for the following purposes:

- Provide you with relevant information and advice
- Provide services or arrange for others to provide services to meet your needs
- To comply with legal obligations

### **5. Will your personal information be shared?**

Your information may be shared with the following organisations:

- Land or Housing developers, for example during planning applications
- The public for consultation
- Parish Councils
- Community Groups, for example during volunteering activities and events
- For archaeological finds that fall within the scope of the Treasure Act (1996), your details, must legally be passed to the relevant local coroner.

Your information will not be shared with other organisations unless there is a legal basis to doing so e.g., for the prevention or detection of crime.

## 6. How do we keep your information secure?

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a range of procedures, policies and systems to ensure that access to your records are controlled appropriately.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

## 7. How long will we keep your personal information?

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service you receive will determine how long we have to keep your information.

Our corporate retention guidelines show how long we keep information for different services.

Type of Data	Retention Period
The process of receiving, considering and responding to submission and objections to planning schemes and amendments.  As above also :- <ul style="list-style-type: none"><li>• Objections</li><li>• Public inquiries</li><li>• Archaeological advice/conditions</li></ul>	Destroy 15 years after decision. High profile schemes may be offered to the archivist
Environment Awards	Current year plus 7 years
Durham Woodland Revival	Completion of project plus 7 years
Business Rates Improvement Project	Completion of project plus 7 years
Climate County Durham Website	Completion of project plus 7 years
Try before you buy	Completion of project plus 7 years

## 8. Personal information processed outside of the European Union (EU)?

We do not process your personal information outside the EEC, other than when utilising Eventbrite, based in USA, for arranging face to face and virtual consultation sessions.

## 9. Marketing

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

## **10. What are your information rights?**

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- request a copy of the personal information the council holds about you
- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing;

To exercise your rights, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at [inforights@durham.gov.uk](mailto:inforights@durham.gov.uk)

To learn more about these rights please see the [ICO website](#).

## **11. Further Information**

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or write to:

DPO  
Floor 4 Room 143-148,  
Durham County Council  
County Hall,  
Durham County Council  
DH1 5UF

If we have not been able to deal with your query, you can also contact the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113 (local rate) or 01625 545 745