

Who we are

We are the arboricultural department for East Lindsey District Council. This privacy notice explains how we use information in the course of our work. This work includes;

- making decisions and providing advice about protected trees and hedgerows,
- responding to allegations of unlawful work.

If you have questions about data or privacy contact our data protection officer 01507 601111.

How we get your information

We get applicant information in two ways – it is supplied to us directly (or via an agent on their behalf) or we receive it from The Planning Portal website that provides a transaction service. We also receive comments, representations and questions via email and letter.

What we do with your information

To allow us to make decisions on their applications/notices individuals must provide us with some personal data (eg name, address, contact details).

We use the information provided to us to make decisions in the public interest. This is part of our public task under Planning legislation.

The legislation obliges us to make some information available on registers. This is a permanent record of our decisions that form part of the history of a site, along with other facts that form part of the “land search”. This information will be available to view on our website.

How we share your information

We do not sell your information to other organisations. We do not move your information beyond the UK. We do not use your information for automated decision making.

The information may be used for Council purposes and may be shared in order to prevent or detect crime, to protect public funds or where we are required or permitted to share information under other legislation. Information will also be shared with the Planning Inspectorate, and statutory consultees including the Forestry Commission and DEFRA.

Redaction (‘blinking things out’)

We operate a policy where we routinely redact the following details before making forms and documents available online:

- Personal contact details for the applicant - e.g..telephone numbers, email addresses
- Signatures
- Special Category Data - e.g. supporting statements that include information about health conditions or ethnic origin
- Information agreed to be confidential

Sometimes we might decide it is necessary, justified and lawful to disclose data that appears in the list above. In these circumstances we will let you know of our intention before we publish anything.

If you are submitting supporting information which you would like to be treated confidentially or wish to be specifically withheld from the public register, please let us know as soon as you can - ideally in advance of submitting the application.

Retention ('how long we keep your information for')

We process many different types of information according to our retention policy. A brief summary of how long we keep things before they are destroyed:

- Statutory registers (eg decisions, approved plans, legal agreements) – for ever
- Supporting documents, reports – for ever
- Representations, letters, general correspondence – for ever
- Special Category Data – 3 years after the grant of permission.

Complaints and problems

Making decisions in the public interest is a public task and you do not have the right to withdraw consent. However if you think we have got something about your personal information wrong or there is a reason you would prefer for something to not be disclosed please contact us on 01507 601111.

If you need to make a complaint specifically about the way we have processed your data you should in the first instance contact our Data Protection Officer at data.protection@e-lindsey.gov.uk If we fail to respond properly you can direct your concerns to the [Information Commissioners Office](#).