

Virtual & Physical Examination in Public of the Core Strategy Review

Privacy and your data

1. Who we are and what we do:

The Council is required to produce a Strategic Local Plan to guide planning decisions in the future. As a part of this process, we will open our proposals for examination by the public with independent planning inspectors overseeing the hearings.

For additional information about your rights and when the Council will share data, this document should be read alongside the Council's [general privacy policy](#).

2. What information do we hold and use?

In order to enable you to participate in these virtual hearings, we are required to process some of your personal data. This will include:

- The contact details of people who have previously made representations regarding the plan's development.
- The registration details used to participate in the virtual hearings on Zoom – this may include email addresses, telephone numbers, IP addresses and display names.
- Audio and video recordings of the hearing.

Please note that when joining a Virtual Hearing, regardless of who is hosting, on certain digital devices or by phone, other parties may be able to see the email address or phone number that you use to join the event. There are some well-established methods that you can use to avoid the un-intended disclosure of your personal information.

For the physical hearings, participants joining the EIP at the Civic Centre, especially those who do not have access to the NHS Track and Trace application, we will ask you to sign in and leave a contact telephone number. This is so to follow Government procedures.

3. How do we obtain your personal information?

Participants in these virtual hearings have been sent invites on the basis of prior representations those individuals have made regarding this process.

You may be required to submit additional details in order to log in to Zoom either digitally or by telephone.

The Council will only obtain or retain this information where you have chosen to submit it for the purpose of taking part in this process.

For the physical hearings, if you do not use the NHS Track and Trace application, you will be asked to sign in.

4. What do we use this information for?

For the virtual hearings, your personal data is used to confirm that you are eligible to participate in these hearings.

This data will also be used to facilitate Zoom meetings that will enable you to participate in proceedings.

Recordings of these proceedings will be retained and published in order to enable others to view the hearings after the fact.

The data obtained from the physical hearings will only be used to contact you following any reported cases of Covid-19 during the hearing sessions.

5. On what basis do we use your data?

The Council has a legal duty to produce and develop a Strategic Local Plan to guide planning decisions. The examination of the proposed plans forms a key part of this process.

In light of the ongoing pandemic, the Council has elected to hold virtual hearings to enable as many people to participate in this process as possible. Due to this, the Council processes this data in order to perform a task carried out in the public interest or in the exercise of official authority vested in the controller (GDPR **Article 6(1)(e)**).

You may object to the processing of your data under Article 6(1)(e) at any time, and ask for your personal data to be removed from our records. A request of this nature can be sent to planning.policy@folkestone-hythe.gov.uk or the Council's Data Protection Officer at data.protection@folkestone-hythe.gov.uk

6. Who do we share your data with?

- The examination process is run jointly with inspectors from the [Planning Inspectorate](#) (PINS).

PINS inspectors provide independent oversight of this process. In order to facilitate this role, the Council will share details of expected attendees, and other information that may assist with the running of the hearings.

An information sharing agreement has been signed between the Council and PINs in order to govern this relationship.

- The Council makes use of Zoom as a platform for hosting virtual hearings and broadcasts.
- The Planning Inspectorate does not use any of its own technology or storage for the creation and presentation, or collection of cookies or web-beacon analytics for these hosted events. These will not be collected by the Planning Inspectorate during this event.

7. How long do we store your data?

Audio and video recordings of the hearings will be published and made available for general viewing for a period of 6 months following the event. After this, the records will be destroyed.

For the physical hearings, the data obtained for the Covid-19 track and trace, this will be kept securely for 21 days in case we need to contact you following any reported Covid-19 cases. Following 21 days this will be destroyed.

A limited amount of information will be retained on a longer term basis in order to inform future policy development. This may include details of attendees in order to identify individuals who may have an interest in future consultations, and relevant queries or concerns raised during the hearing process. This information will be destroyed once it has been superseded by the next Local Plan review.

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