

Privacy Notice – Craven District Council, Strategic Housing and Economic Land Availability Questionnaire

Craven District Council is a data controller in accordance with the Data Protection Act, and this notice tells you about the information ('personal data') that the Council collects from you, what we do with it, and who it might be shared with.

What information do we collect from you?

When collecting information for the Land Availability Questionnaire (LAQ), if you are an individual, as well as details of the land that is the subject of the questionnaire, we will ask you for your name and contact details including home, email addresses and telephone number. You will also be asked your views about potential for future development. If submitting a paper LAQ you will be asked for your signature.

Why do we collect this information?

These details will be requested so as to process your request to be included in the Council's Strategic Housing and Economic Land Availability Assessment (SHELAA), or for existing details to be updated in the current file.

Who might we share this information with?

Details from the SHELAA will be published on the Council's website in a SHELAA Update document published annually, but will not include your personal data.

What do we do with your information?

The information that you have provided will be held by the Council, will be placed in the Council's SHELAA and published annually in the SHELAA Update document. Information from the SHELAA will also be seen by Council officers and elected members, as appropriate.

How long do we keep hold of your information?

The Council will maintain the information on the SHELAA file indefinitely.

How can I access the information you hold about me?

By making a Subject Access Request and going onto the Council's website at <https://www.cravencd.gov.uk/data-and-transparency/data-protection-act/> or writing to the Data Protection Officer, Craven District Council, First Floor, Belle Vue Square, Broughton Road, Skipton, BD23 1FJ. You also have the right to complain to the Information Commissioner's Office as it can investigate compliance with data protection law: www.ico.org.uk