

Your Rights

You have a right to access your personal data to ensure that it is accurate, and to request that it is rectified, blocked, erased or destroyed.

To make any request relating to your data held by us, please contact the Data Protection Officer using the details on the back of this leaflet

If you are not satisfied with the response you receive, you may also complain to the Information Commissioner, whose details can be found on www.inforights.im, or the relevant supervisory authority. You may have a right to other remedies.



Protecting your information

The Department will:

- keep your information safe and secure in compliance with its information security [policy](#)
- only use and disclose your information as necessary and as detailed in this guide.
- retain the information for no longer than is necessary and your information will be permanently deleted in accordance with our Retention Schedule and Disposal Policy



Isle of Man
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Isle of Man
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Reillys Eilan Vannin

Department of Environment, Food and Agriculture

Planning and Building Control Directorate

Privacy Notice



DEFA Data Protection Officer—01624 686781

Who we are

We are the Planning & Building Control Directorate (P&BC) which forms part of the Department of Environment, Food and Agriculture (DEFA) and in accordance with powers and functions delegated by the Department, includes support to the Planning Committee.

The Directorate is responsible for taking decisions in respect of applications under the Town and Country Planning and Building Control Acts and their subordinate Orders and Regulations. In order to do this, we collect personal information, including names, addresses, contact details along with other information that may be required to support the assessment of an application.

Anything submitted as part of a planning application, an application for Advertisement, Registered Building Consent, Certificate of Lawful Development or Use or the registration / de registration of a building is made available to the public to enable third party comment. Similarly, the content of anything submitted by a third party (appropriately redacted of contact detail) is also made publically available.

Information that may be submitted via these procedures will be considered for appropriateness. Any detail deemed unsuitable will be redacted accordingly. In applying such redaction, the content may be excluded from the public forum, including its assessment and consideration against any pertinent planning application. Information submitted in respect of Building Regulations is not published and is not publically available.

Due to the potential compromise of any resulting legal action, information submitted as part of the Planning Enforcement process is generally confidential, particularly while a case is 'live'.

However, in any instance where a request for information under the Freedom of Information Act may be applied, all information held by the Directorate may be released. This extends to instances of any closed enforcement cases.

Where required, any information and documentation collected by P&BC will be appropriately redacted before any publication.

Data is managed by the Directorate, and any file disposal/data destruction is carried out in accordance with the Directorate's Retention Schedule and Disposal Policy.

What information is being collected

Applicant's, Consultee's, Contributor's, Agent's names and contact details
Parties to any alleged breach
Site relationships, circumstances/evidence/photographs
Bank details to enable payments
Historical information as to built structure.
Vehicle registration numbers



How your information is collected

Application forms
Written copy or email as comment on applications
Notes taken from persons on site, at our counter or over the phone
Responses to public/stakeholder consultations.
Website forms
registration to a user group for an 'alert service'
Social media (evidence gathering)
Details provided over the phone or email

Why we collect it and how we will use the information we collect about you

The Directorate will use your information to comply with its statutory functions for the determination of applications and, if necessary, to effect any enforcement action.

For example but not limited to:

- ⇒ Town and Country Planning Acts and subordinate Regulations
- ⇒ Building Control Acts and subordinate Regulations
- ⇒ Local Government Act 1985 and the Health and Safety at Work etc Act 1974.
- ⇒ Policy documents Standing Orders, Codes of Conduct, procedural functions set down including consultation.
- ⇒ Payment of Members Expenses and Local Authority Acts

The Directorate has a statutory obligation to

- ⇒ Process applications, and provide the service which supports interaction and obligations with set down procedures. Take payments, maintain registers, maintain historic data relevant to buildings, administer action to ensure compliance with legislation.

Who we will share your information with.

All information processed in support of the assessment of planning applications is and must be publically accessible either at our public counter, via our online service or at the Local Authority

We will share your information with Local Authorities, DOI Highways, Manx National Heritage, DEFA Environmental Protection Unit and The Chief Fire Officer, Manx Utilities and Gas suppliers. In order that they may comply with statutory functions in commenting on planning, building control and demolition applications. We may also use customer detail (where authority has been given) as part of appropriate contract groups and relevant mail shots. including registration for inclusion in the P&BC User Group and those alerts to issue of agendas and weekly lists.

Enforcement information is closed and confidential, but can be published in cases of prosecution or requests under Freedom of Information.

Building control detail is only shared in the form of statistical detail

Information relating to Planning and Registration will be shared with:

- Local and Public Authorities and bodies in compliance with statute to assist in the determination of planning /registration and de registration applications
- Private individuals where officer assessment determines (neighbour contact)

Building Control

- Certain information including addresses and completion's may be shared with Government Departments

ALL

- Data, where selected, will have ownership conveyed to Public Records Office
- Officers who provide legal support in processing documents in support of applications and the enforcement function.

Please note—Archive application images accessible via our online service will be considered for redaction upon request



More Information

You can find out more information including:

- Looking at the Isle of Man Government Privacy Policy here []
- Contacting our Data Protection Officer (see back page)
- Making a subject access request which is a request for all of the personal data we hold about you.

Obtaining this information in large print, braille, or in an alternative language.

The Directorate is located at:

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Email planning@gov.im

