

Database Request - Privacy Notice (May 2026)

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Version: V2

Last updated: 070526

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1 Introduction

- 1.1 Please use this Database Request - Privacy Notice form in order to be added to the council's consultation database so you can submit comments on planning policy and plan making. You must review and agree to the Privacy Notice (at the end of this document) by ensuring that it is ticked in the Your Contact Details* section further below.
- 1.2 You must also tick the section asking if you would like to be notified of future updates on planning policy matters including a new Local Plan for Luton as work on the new Local Plan for Luton progresses.

*Note: we can only process your comments and legally hold your contact details with name, address if you have agreed to the mandatory question regarding the Privacy Notice.
- 1.3 You can download this privacy notice, complete electronically or hard copy and scan it which should then be emailed to localplan@luton.gov.uk.

2 How we will use your information

- 2.1 Your information will be processed and handled in accordance with the council's and Planning Service's specific privacy notices (further below).
- 2.2 When added to the database, except for personal information**, comments submitted via the online portal or otherwise, after processing, may be published in preparing planning policy documents and our new Local Plan.
- 2.3 Information provided, including the names/organisations of those making written submissions, will also be made publicly available.
- 2.4 Submissions cannot be made and will not be accepted anonymously. **Personal information such as addresses, phone numbers and email addresses will not be made publicly available in accordance with the Privacy Notice.
- 2.5 You are expected to review and agree to the Privacy Notice in order to submit comments on planning policy, including the new Local Plan, during consultation stages.

Your contact details

Name(Required):
Company/Organisation (Optional):
Address (Required):
Postcode (Required):
Telephone (Optional):
Email (Required):

Would you like to be notified of future updates of planning policy and plan making stages including the New Local Plan for Luton? Please tick if you wish to be added to our database (Optional).	
Yes <input type="checkbox"/>	
Please tick all topics that apply below that you are interested in.	
Consultation on proposed Local Plan content and evidence?	<input type="checkbox"/>
Publication of the Planning Inspectorate observations or advice?	<input type="checkbox"/>
Consultation on the proposed Local Plan?	<input type="checkbox"/>
Submission of the proposed Local Plan to the Secretary of State for independent examination?	<input type="checkbox"/>
Information about the independent examination, documents/evidence submitted and opportunity to appear?	<input type="checkbox"/>
Decisions and recommendations of the examiner?	<input type="checkbox"/>
The adoption/approval of the Local Plan?	<input type="checkbox"/>
All of the above?	<input type="checkbox"/>
None of the above?	<input type="checkbox"/>
Other planning policy making?	<input type="checkbox"/>

Please review the Privacy Notice and tick that you agree to it in order for us to publish your site information and legally hold your contact/personal details privately which won't be published (Required).
Yes <input type="checkbox"/>

3 Characteristics

We are aiming to receive responses from a wide range of people, and would be grateful if you would provide the following information – all questions are optional (and answers will be held in strict confidence):

	Please tick if prefer not to say?
Age:	<input type="checkbox"/>
Date of birth:	
What is your gender?:	<input type="checkbox"/>
Is the gender you identify with the same as your gender registered at birth?	<input type="checkbox"/>
What is your ethnicity?:	<input type="checkbox"/>
Do you consider you have a disability (please specify)?:	<input type="checkbox"/>
What is your sexual orientation?:	<input type="checkbox"/>
What is your religion or belief?:	<input type="checkbox"/>
Are you currently pregnant or on maternity or parental leave?:	<input type="checkbox"/>
Are you married or in a civil partnership?:	<input type="checkbox"/>

4 Privacy Notice

- 4.1 We are committed to protecting your privacy when you use our services. This privacy notice explains how we use your information you and how we protect your privacy.
- 4.2 A planning service specific privacy notice is also included below and explains what we do with your data within the planning service, where it is different to the main policy below. We'll also provide information about who we may share your information with and why.
- 4.3 If you have any concerns or questions about how we look after your personal information, please contact us at dataprotection@luton.gov.uk.

***Please note: the above email address is for data protection queries and subject access requests only.**

Data controller

Luton Council

- Luton Council, Town Hall, George Street, Luton, LU1 2BQ

Data protection officer

Donna McLeod

- Luton Council, Town Hall, George Street, Luton, LU1 2BQ

5 Planning service Privacy Notice

- 5.1 We're committed to protecting your privacy when you use our services. We have a data protection officer who makes sure we respect your rights and follow the law.
- 5.2 If you have any concerns or questions about how we look after your personal information, please contact us at dataprotection@luton.gov.uk.
- 5.3 As the planning department for Luton Council, we deal with:
- planning policy
 - planning applications (including minerals and waste, listed buildings, trees and high hedges)
 - planning enforcement and appeals

Personal data

- 5.4 Personal data we will hold, include:-

- name
- address
- email address
- telephone number
- land ownership/ interest details
- signatures
- special category data (such as health conditions, disabilities, bank statements, tenancy agreements etc.)

5.5 We receive application information either directly from the application or via a planning agent on their behalf. Information is provided to us via:

- the Planning Portal
- email
- paper copy
- online form
- direct secure access to our document management system
- consultation portal

5.6 We also receive comments, representations, allegations, requests and questions via our online planning register planning consultation portal, email, letter and online forms and payments via the planning portal online payment portal, our own online payment portal, via BACS and cheques. The planning service will also be using a drone to improve our information gathering in the Borough to aide our Planning Enforcement investigations, our assessment of planning applications, our monitoring of developments, existing uses and the survey of sites for the potential for site designation for planning policy purposes.

5.7 The planning department your personal data to:

- make decisions and provide advice on planning applications
- make planning policies
- work with neighbouring authorities on strategic policies
- respond to allegations of unlawful development
- monitor development
- enter legal agreements, serve notices and promote the best use of land

Lawful basis

Personal Data

5.8 Article 6 (c) - processing is necessary for the compliance with a legal obligation to which the controller is subject

Special category data

5.9 Article 6(e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Supporting information

5.10 The Town and Country Planning (Development Management Procedure) (England) Order 2015 requires that public consultation be carried out as part of the decision-making process for planning applications.

- 5.11 [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2026](#) set out the procedure for the adoption of a local plan, which too requires various stages of consultation.
- 5.12 To allow us to make decisions, we must be provided with relevant personal data. In a small number of circumstances individuals will provide us with “special category data” in support of their application (e.g. evidence of medical history). Processing of personal data is necessary to allow us to evaluate the impact of any development or policies in the Local Plan when undertaking its planning functions. For example, the address of a representor’s property may be relevant in this context. We are unable to consider the harm or otherwise from a scheme to the representor’s property or amenities where the representation is anonymised and the location of the property is not disclosed.
- 5.13 We are obliged under the regulations to make some information available on our planning register. This is a permanent record of our planning decisions that form part of the planning history of a site, along with other facts that form part of the “land search”.
- 5.14 Your contact details and comment are recorded on our secure planning system. If you have requested to be entirely anonymised, only your comment will be recorded. If you have submitted an anonymous comment, we will not be able to inform you of any committee and/or appeal details.
- 5.15 Information on Planning Enforcement cases will be reviewed case by case to see what can be disclosed to the public. Any data or information that may be used in future formal litigation will be retained and not disclosed under legal privilege.
- 5.16 Any personal and private information obtained by drone use will only be used internally and not shared publicly or externally unless consented by the individual.
- 5.17 Please see the [Planning Advisory Service’s Planning and GDPR Guide](#) for more information.

Who we share your information with:

- other teams and services within Luton Council where law permits, or it is necessary to do so
- the Planning Inspectorate
- planning committees
- external consultees (e.g. fire service, water companies, the police, the environment agency, natural England, historic England, active travel England etc.)

Why we share your information

- 5.18 We are obliged to consult within the council, with external agencies and with residents depending on the nature of your application.
- 5.19 We will make details of planning applications available online so that people can contribute their comments, this will include the applicant/agent’s name and address.
- 5.20 We apply redactions to personal contact details e.g. telephone numbers, email addresses and signatures from public view. However, we will continue to hold the unredacted version on our planning system and this can be viewed by planning staff when necessary.
- **Please note:** agent’s details are not normally classed as personal data.

- 5.21 We also redact special category data e.g. supporting statements that include information concerning your health and any information deemed confidential e.g. bank statements, tenancy agreements etc.
- 5.22 We will sometimes need to share the information we have with other teams within the council, to receive comments related to the decision-making process.
- 5.23 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 label this appropriately. You can do this by contacting developmentcontrol@luton.gov.uk.

Planning Enforcement

- 5.24 We will keep completely confidential any details received about a planning enforcement complaint, including the details of the person making the complaint.
- 5.25 Further details regarding this is provided in the Council's adopted [Planning Enforcement Charter](#)
- 5.26 We will update the complainant on process with an enforcement complaint (as per the Planning Enforcement Charter).

Any automated decision making or profiling

None.

Transfer of data to another country

- 5.27 No information within planning is transferred to another country. None of the systems we use are hosted abroad.
- 5.28 The majority of personal information is stored on systems in the UK. But there are some occasions where your information may leave the UK either in order to get to another organisation or if it's stored in a system outside of the EU.
- 5.29 We have additional protections on your information if it leaves the UK ranging from secure ways of transferring data to ensuring we have a robust contract in place with any third party who may transfer it out of the EU.
- 5.30 If we need to send your information to an 'unsafe' location we'll always seek advice from the Information Commissioner first.

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

- 5.31 The data will be kept in accordance with our retention schedule. We only keep information for as long as it is needed. This will be based on either a legal requirement (where a law says we have to keep information for a specific period of time) or accepted business practice.

Exercising your rights

- 5.32 You have the right to ask us to amend or delete your data as well transfer or limit its use.
- 5.33 Each request will be considered individually. Where we are required to keep your data by law, we may be unable to action your request. In all circumstances we will explain our decision making in writing to you.
- 5.33 Please see our main privacy statement using the green button below if you want more information on how:
- we keep your data safe
 - to request a change to the records we hold
 - to make a complaint