

Your information: Consultation on the Proposed Scottish Borders Local Development Plan

Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Newtown St Boswells, Melrose TD6 0SA. You can contact us by phone 0300 100 1800 or email customeradvice@scotborders.gov.uk

The Council's Data Protection Officer can be contacted using the contact details for the Council as set out above or by email dataprotection@scotborders.gov.uk

How we will use your information

We will use your information for the purposes of the Proposed Local Development Plan (PLDP) consultation process. This may include, for example, using your contact details to confirm representations you submitted. The Council is consulting in line with the Planning etc. (Scotland) Act 2006, and the process of information is necessary for the consultation process carried out by the Council in its official authority. As part of [The Town and Country Planning \(Development Planning\) \(Scotland\) Regulations 2008](#) Part 4 Examinations 20 – (2) (a) representations will be published publically with name given.

The information we collect about you

We will collect only the personal information we need:

- name
- address
- email address
- phone number
- comments

Your comments and name will be published on the Council website.

How long we keep your information for

The comments you provide and name you have provided will be retained following your representation for 15 years after the date of decision. Your contact details will be retained for a period of five years following your representation and will be stored and destroyed in a secure manner.

Who we may share your information with

Your information will be accessed by Council staff who need to do so in order to provide the service described above. We may share your information provided with The Scottish Government Planning and Environmental Appeals Division (DPEA) as part of the PLDP examination process.

Your information may also be shared and analysed internally in order to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

The Council is legally obliged to share certain data with other public bodies such as Police, HMRC, CSA, Scottish Courts and the Public Ombudsman and will do so where the law requires this and it will be proportionate.

Third Party Information

If you have provided anyone else's details to us, please make sure that you have told them that you have given their information to Scottish Borders Council. We will only use this information as part of the assessment of your need for services and to contact them in connection with delivery of any such services. If they want any more information on how we will use their information they can [visit our website](#) or email dataprotection@scotborders.gov.uk

Your rights

For information on the rights you have over your personal data, please [visit our website](#) or if you would like a hard copy of this information, please contact us using the contact details provided above.

How to raise a complaint

Please [visit our website](#) for information on how to raise a complaint if you are unhappy with the way the Council has processed your data.