



# COUNCIL OF THE ISLES OF SCILLY

Planning & Development Department  
Town Hall, The Parade, St Mary's, Isles of Scilly, TR21 0LW  
☎01720 424350  
✉ [planning@scilly.gov.uk](mailto:planning@scilly.gov.uk)

## Consultation Database Registration Form

If you would like to be included on the Local Planning Authority's consultation database, please complete and return the Consultation Database form. By registering you will be notified when any relevant policy document is open to public consultation and invited to engage in the process.

Please provide your contact details including your name, address and email.			
First Name			
Family/Surname			
Address			
Postcode			
Telephone			
Mobile			
Email			
Preferred Method of communication (tick)	Email	Post	

### Privacy Notice and General Data Protection – The Isles of Scilly Local Plan Consultation Database

- I give permission to the Council to retain the below information, as previously submitted to or held by the Council for the purposes of my/our interest in the Progress of the Isles of Scilly Local Plan.
- I do not give permission to the Council to retain the below information, as previously submitted to or held by the Council and would like my information removed from the register and my form and any records deleted.



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## Privacy Notice

Under the General Data Protection Regulations (GDPR) as of 25th May 2018, the Council of the Isles of Scilly has a mandatory obligation to explain its Privacy Policy under a Privacy Notice of 'what', 'how', 'where', 'why' and 'when' we process your personal data.

### Who will control my data?

The Data Controller for all the information you provide on this form is the Council of the Isles of Scilly, Town Hall, St Mary's Isles of Scilly TR21 0LW. Data Protection Registration Number: Z5715100

### There's something I don't understand?

If you need help in understanding or completing this form, please contact the Planning Department on 01720 424455 or by emailing [Planning@scilly.gov.uk](mailto:Planning@scilly.gov.uk).

### How we will use the information about you?

The Council of the Isles of Scilly has a statutory duty, as the relevant authority, to produce a Local Plan for the area and has a statutory duty to consult on this document at the relevant and appropriate stages. If you want us to notify you at the appropriate time of consultation then we will be unable to do so without retaining the information being requested in this form.

### Who else will we share your information with?

By submitting this form you are consenting to us holding your data, agreeing that the Council of the Isles of Scilly using the data to communicate with you on local plan consultation. To ensure the council provides you with an efficient and effective service we will sometimes need to share your information between teams within the council as well as with third-party organisations. If we consider it necessary to share your data with a third party organisation, outside of the Council, we will only do this in an anonymised format unless we have obtained your express further consent.

**If you do not agree to your information being shared in this way then please tick this box**

Your data will be held within the Council of the Isles of Scilly secure network and premises and will not be processed outside of the EEA. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice. If you would like to find out more information about the Council's Data Protection Policy then you can read this here:

<http://scilly.gov.uk/sites/default/files/Data%20Protection%20Policy%20v1.0%20FINAL%20May%202018.pdf>

### How long will you keep this information for?

We will hold this information for a period of 2 years from the date you submit this form. **After 2 years we will write to you again to determine whether your circumstances have changed at which point your original register of interest will be deleted**, unless you have informed us that you wish to remain on the register.

### What are my data rights?

Your personal information belongs to you and you have the right to:

- be informed of how we will process it;



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- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way);
- have it amended if it's incorrect or incomplete;
- have it deleted (where we do not have a legal requirement to retain it);
- withdraw your consent if you no longer wish us to process;
- restrict how we process it;
- object to us using it for marketing or research purposes;
- object to us using it in relation to a legal task or in the exercise of an official authority;
- request that a person reviews an automated decision where it has had an adverse effect on you.

## How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact (quoting this form: **The Isles of Scilly Local Plan Consultation Database**):

Simon Mansell

Data Protection Officer Council of the Isles of Scilly

C/O Information Governance

4<sup>th</sup> Floor, North Wing

County Hall

Truro

TR1 3AY

Tel: 01872 326424 Email: [dpo@cornwall.gov.uk](mailto:dpo@cornwall.gov.uk)

## I don't agree with something

We would prefer any complaints to be made to us initially at the Planning Department, Town Hall St Mary's, Isles of Scilly TR21 0NL or at [planning@scilly.gov.uk](mailto:planning@scilly.gov.uk) so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office Tel No. 0303 123 1113 <https://ico.org.uk/concerns/>

## Why do you need my information?

We need the information if you would like to be consulted on the Isles of Scilly Local Plan. You are under no obligation to provide this information unless you would like to be consulted on the progress of the Local Plan for the islands. The information you provide will enable us to keep you informed at the appropriate stages of local plan consultation. Without this information we are not able to register your interest in the progress of this document.

We would like to send you information about any future Local Plan Consultation Events. **If you agree to being contacted in this way please tick the relevant box.**

Email    Post    I do not agree to being contacted



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✉[planning@scilly.gov.uk](mailto:planning@scilly.gov.uk)

**Signed**

**Date**

Please send completed forms to:

Local Plan Review  
The Planning Department  
Department of Infrastructure and Planning  
Town Hall  
St Mary's  
Isles of Scilly  
TR21 0LW

Or by email to: [planning@scilly.gov.uk](mailto:planning@scilly.gov.uk)