

# MHCLG Privacy Notice

The following is to explain your rights and give you the information you are entitled to under UK data protection legislation.

## **1. *The identity and contact details of the Ministry of Housing, Communities and Local Government (MHCLG) and our Data Protection Officer***

MHCLG is the data controller. The Data Protection Officer can be contacted at [dataprotection@communities.gov.uk](mailto:dataprotection@communities.gov.uk)

## **2. *What personal data we are collecting and why***

Your personal data is being collected to inform MHCLG's work in updating national planning policy and guidance regarding demolition and retrofit. By processing personal data for this activity, it will provide us with information on different stakeholder's perceptions about whether planning policy and guidance needs to be updated.

The following personal data is being collected for this purpose: Occupation, type of organisation, organisation region and postcode.

## **3. *Lawful basis for processing the data***

The data protection legislation sets out when we are lawfully allowed to process your data. The lawful basis that applies to this processing is Article 6 (1)(e) of UK GDPR: 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;

This research will capture views on potential updates to national planning policy and guidance from a wide range of stakeholders and the findings will be used to inform future updates to national planning policy and guidance.

## **4. *With whom we will be sharing the data***

*Your personal details will be processed by Verian, the research consultancy that MHCLG has commissioned to carry out this research. Your responses will be de-identified.*

## **5. *For how long we will keep the personal data, or criteria used to determine the retention period.***

Your personal data will be held by Verian for as long as needed to process the data, for no longer than 12 months, or until you request that Verian delete it. To request deletion, please contact [UK-Compliance@veriangroup.com](mailto:UK-Compliance@veriangroup.com) or in writing to Compliance Officer, Verian, 4 Millbank, Westminster, London, SW1P 3JA, and we will have someone contact you. *12 months.*

## **6. *Your rights, e.g. access, rectification, erasure***

The data we are collecting is your personal data, and you have rights that affect what happens to it. You have the right to:

- a. know that we are using your personal data

- b. see what data we have about you
- c. ask to have your data corrected, and to ask how we check the information we hold is accurate
- d. complain to the ICO (see below)

### **7. Sending data overseas**

Your personal data collected by Verian will be processed within the UK and the EEA.

### **8. Automated decision making**

We will not use your data for any automated decision making.

### **9. Storage, security and data management**

Your personal data will be stored in Verian's secure IT system.

### **10. Complaints and more information**

When we ask you for information, we will keep to the law, including the Data Protection Act 2018 and UK General Data Protection Regulation.

If you are unhappy with the way the Department has acted, you can [make a complaint](#).

If you are not happy with how we are using your personal data, you should first contact [dataprotection@communities.gov.uk](mailto:dataprotection@communities.gov.uk).

If you are still not happy, or for independent advice about data protection, privacy and data sharing, you can contact:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow, Cheshire,  
SK9 5AF

Telephone: 0303 123 1113 or 01625 545 745  
<https://ico.org.uk/>