

# Privacy Statement

TEP is an award-winning multi-disciplinary consultancy providing environmental services to clients in private, public and voluntary sectors. This privacy policy explains how we use any personal information we collect during the public consultation process.

## What information do we collect about you?

We collect information about you when you take part in a public consultation. This information is supplied directly from you and may include:

- Your Name
- Age
- Gender
- Disability or long term health problem
- Religion or belief
- Ethnic identity or Nationality
- Postcode
- Contact details

## How will we use the information about you?

Data collected as part of a public consultation is stored and used in accordance with the Data Protection Act 2018, for the purposes set out in the introduction of the consultation.

Any comments provided may be included in an anonymous form in any published results.

## Who will we share your information with?

As part of the consultation process, we review your information in relation to the location of the development we consult upon. The comments you provide are summarised and published within Statement of Community Involvement documents that support planning applications.

We do not share your personal contact details as part of this process nor are they published in the planning application documents.

## For how long will we keep your information?

We will only keep your information for the minimum period necessary and this will be held in a secure location.

Following receipt of a planning decision, all project information, including personal data will continue to be held for as long as necessary under current legislation. Following the end of the retention period all personal information and feedback forms will be destroyed under confidential conditions

## Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the address below. We do not envisage the need to charge for this service but if it is felt this is required will let you know the charge in advance with a cost breakdown.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information which is incorrect. In accordance with General Data

Protection Regulation (2018) you also have the 'right to be forgotten'. If this is the case, please email or write to us at the address below.

## **How to contact us:**

If you have any questions about the information we hold about you, please contact us:

TEP  
Genesis Centre  
Birchwood Science Park  
Warrington  
WA3 6ER  
Email: [tep@tep.uk.com](mailto:tep@tep.uk.com)