

Local Review Body Appellants

The information you have provided will be processed by Scottish Borders Council, Newtown St Boswells, TD6 0SN. You can contact us on 0300 100 1800 or [contact our Customer Advice and Support Service team](#).

You can contact our Data Protection Officer using the contact details above, or by email at dataprotection@scotborders.gov.uk

How we will use your information

We will use your information for the purposes of determining appeals to the Local Review Body against the refusal or non-determination of planning applications. We are entitled to collect and use this information under our statutory duty to provide this service to you. Whether the appeal is successful, unsuccessful or withdrawn, the information you have provided will be permanently retained, as we are required by legislation to retain this information as part of our public registers of applications.

Who we may share your information with

Your information will be accessed by our staff and Councillors who need to do so in order to provide the service described above. We will not share this information with third parties who are not involved in the review process, but you should be aware that we publish all information received in relation to Local Review Body Appeals on the planning and committee papers pages of our website.

We are legally obliged to share certain data with other public bodies such as HMRC, CSA, Police Scotland, Scottish Courts and the Public Services Ombudsman and will do so where the law requires this.

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.

In general we do not transfer personal data outside either the UK or the European Economic Area (EEA) and on the rare occasions when we do so we will inform you. We will only transfer data outside the UK and the EEA when we are satisfied that the party which will handle the data and the country we are processing it in will provide adequate safeguards for personal privacy.

Your Rights

You have the right to request access to any personal data held about you by us. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

Find out more about your rights

If you would like a hard copy of this information, please contact us using the contact details provided above.

If you are unhappy with the way we have processed your personal data please contact our Data Protection Officer. If after raising your concerns with the Data Protection Officer you remain dissatisfied you have the right to complain to the Information Commissioner's Office (45 Melville Street, Edinburgh, EH3 7HL, Tel: 0131 244 9001, Email: scotland@ico.org.uk).