



Avril Baker Consultancy Privacy notice

Who we are

ABC specialises in the areas of design, planning and property development, devising and running public consultation and engagement programmes for major planning and development projects.

ABC, as an independent facilitator, leads on pre-planning public engagement and consultation, working in conjunction with our client and their project team. Pre-application engagement and consultation takes place with key stakeholders, near neighbours and the local community prior to submission of planning applications.

This privacy notice explains how we will use information provided during consultation and engagement activity.

Obtaining your personal information

We gather demographic information from anyone who participates in and/or wishes to submit comments in response to our pre-planning consultation/engagement activity.

Consultation/engagement activities include:

- Consultation/engagement events such as public exhibitions, presentations and round table discussions, where attendees are invited to sign-in using their name, e-mail address and postcode
- Consultation/engagement via virtual meetings, where participants register using their email address
- Consultation/engagement via digital means, such as engagement platforms and websites, where we gather individual's views and comments using online surveys
- Communications to near neighbours and the local community about our consultation/engagement activity, via mailing to home address using Royal Mail database with items addressed to 'The Occupier'
- Communications to stakeholders about our consultation/engagement activity, via email using contact information available in the public domain or provided by the stakeholders themselves

Use of your personal information

The personal data that you provide will only be used by ABC to correspond with you about the specific consultations you have engaged in. Our consultation/engagement work includes the production of a Report of Community Involvement, which forms part of the required planning documents. The report comprises a summary of all feedback received, highlighting the key themes raised and describing how the final design has evolved in response to feedback. A full set of the comments received are attached to our report as an Appendix, but this does not include any individual's personal information.

Who will receive or see your personal information

By responding to our engagement/consultation activity you have accepted that your contact information will be held by ABC and your feedback/comments will be analysed and incorporated within our Report of Community Involvement. However, no personal information will be published

or shared with any other person or organisation and we will not sell your information to other organisations.

How long ABC will retain your personal information

Your personal information will be held on our secure private network. We will only retain your personal information for as long as we are required to do so by law and for the purpose we collected it. The personal data that you provide will only be used by ABC to correspond with you about the specific consultations you have engaged in, until the activity/project for which you provided your personal information has completed. After this time your personal data will be deleted.

If you don't provide personal information

If you choose not to respond to our consultation/engagement activity, we will not gather any personal information about you. If you choose not to answer the demographic questions in our feedback surveys, your comments will be listed as anonymous.

Your rights

You have the right to see the information we hold about you. To access this, please send your request in writing to info@abc-pr.co.uk.

You also have the right to ask us to erase your personal data. If you no longer want to receive information about our pre-planning consultation/engagement activity, you can contact us at any time and request that your personal data be removed from our system.

Contact

If you have any questions about how we collect data or use your information, please contact us at info@abc-pr.co.uk or telephone 0117 977 2002.

