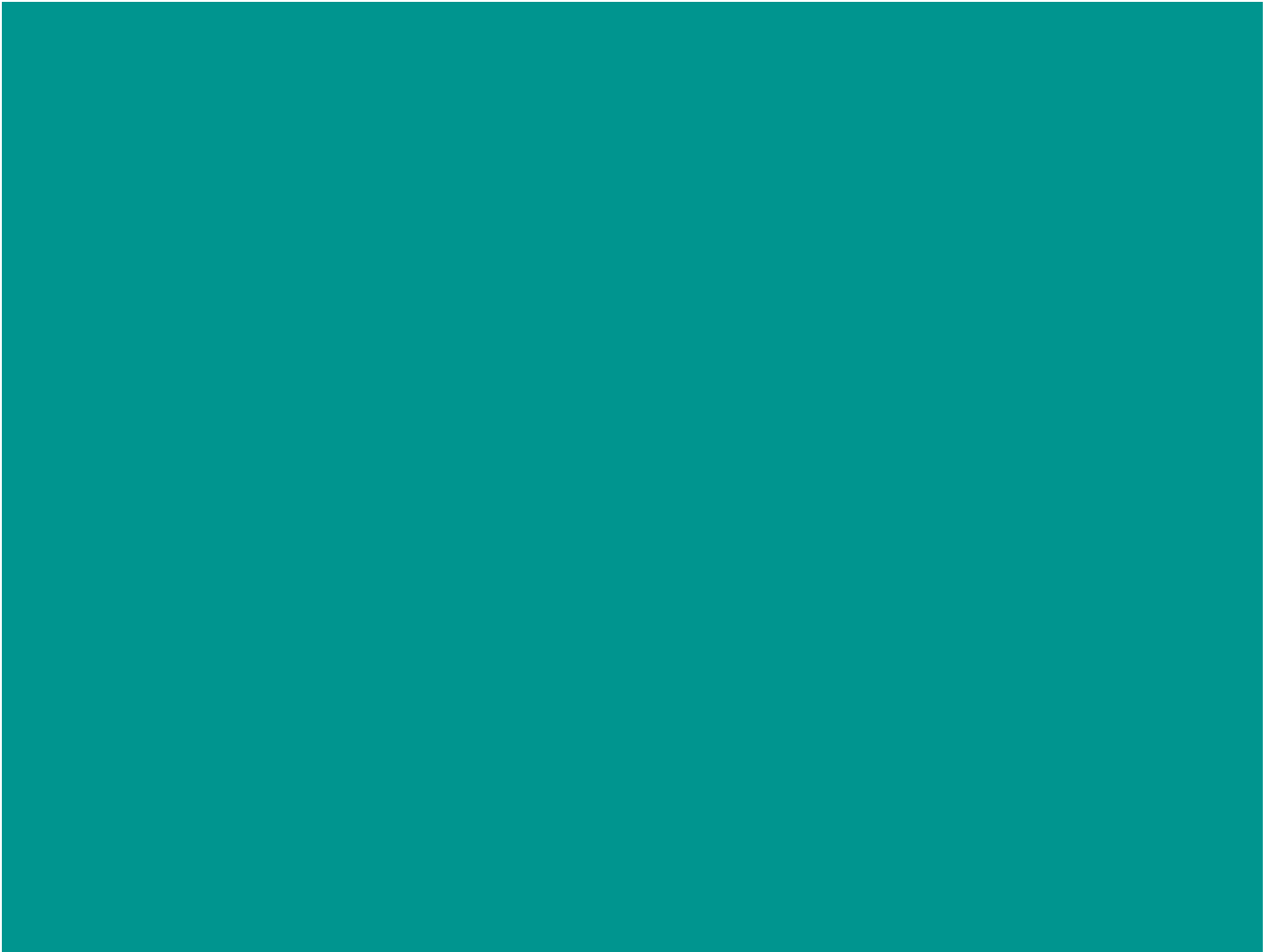




The Planning Inspectorate
Yr Arolygiaeth Gynllunio

Publishing Policy



Introduction

1. The Planning Inspectorate exists to deliver an outstanding national planning and appeals service which enjoys the confidence and respect of Ministers, the public and all stakeholders. We aim to deliver this service in keeping with our values of fairness, openness, impartiality and timeliness. These values run through the core of everything we do, as does a commitment to our customers.
2. In handling our duties, the Planning Inspectorate Wales will publish documents received to the Appeals Casework Portal (ACP).

Scope

3. This policy sets out how casework in Wales will be published and how we will ensure that in doing so we meet our obligations as **data processors under the Data Protection Act 1998⁵¹, and as of May 2018, under the General Data Protection Regulation (GDPR)⁵²**. It explains;
 - the process,
 - the rationale behind this process, and
 - what our customers should expect to see.

The Policy

4. In publishing documents on the ACP, we will have regard to peoples' expectations as to how their personal data will be used. We do this by following PARSOL guidance which helps the Planning Inspectorate Wales to publish information in a consistent manner and in a way that is compliant with relevant data protection laws. As a matter of course we will securely redact;
 - Signatures,
 - Personal phone numbers (landline or mobile),
 - Personal e-mail addresses,
 - Pictures of minors.

The process of redacting information from documents will be undertaken in a different team to ensure a greater level of scrutiny.

5. All staff have been trained in how to consider the appropriateness of publishing a document. As part of this process for personal sensitive data⁵³ we will operate a peer checking system whereby

⁵¹ <http://www.legislation.gov.uk/ukpga/1998/29/contents>

⁵² http://ec.europa.eu/justice/data-protection/reform/files/regulation_oj_en.pdf

⁵³ Defined as; data consisting of information as to – the racial or ethnic origin of the data subject, their political opinions, their religious beliefs or other beliefs of a similar nature, whether they are a member of a trade union, their physical or mental health or condition, their sexual life, or the commission of or alleged commission by them of any offence, or any proceedings for any offence committed or alleged to have been committed by them, the disposal of such proceedings or the sentence of any court in such proceedings.

officers will highlight content with senior colleagues who will make the final decision. If we are in any doubt we will not publish the information and a notice will be uploaded in its place. This notice will explain;

- why the information is not published
- that it is held for consideration when determining the appeal
- a copy may be viewable upon request within our office.

6. It is important to note that a document does not have to be published to ACP for it to be publically available. Documents are available to view upon request at the Planning Inspectorate's office, as well as with the local/relevant authority.
7. Data subjects and customers should expect a document viewed on the ACP to contain only that information which is pertinent to the appeal. If any potential contravention of this policy occurs we will take immediate action to remove the information.