



Privacy Notice – Local Review Body (LRB)

Date notice written: June 2026

Why is this information being processed?

The Planning etc (Scotland) Act 2006 and the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013 provide for the establishment of a Committee of the Council to be known as a “Local Review Body” (LRB) whose purpose is essentially to review decisions made by an appointed officer in accordance with the Council's Planning Scheme of Delegation.

The information provided by you will be used by Perth and Kinross Council to facilitate the administration of the Local Review Body process, including:

- the name and address of the applicant submitting a Notice of Review, and the option to provide additional contact details, such as email address and telephone number
- the name and address of “interested parties” (for example, any statutory consultees or other parties who have made, and not withdrawn, representations in connection with the application), which were previously supplied to the Planning Authority when their representation was made in respect of the application

Further written information submitted by “interested parties”, which may include personal information such as health issues.

Who is processing this information?

The personal information you have provided will be processed by Perth and Kinross Council, Council Building, 2 High Street, Perth, PH1 5PH. Email Enquiries@pkc.gov.uk or telephone 01738 475000.

Why is it lawful for the Council to process this information?

The Council is permitted to process your personal data in this way because processing is necessary for compliance with a legal obligation to which the controller is subject.

Formally, the processing of personal data provided to us for this purpose satisfies Article 6(1)(c) of the UK General Data Protection Regulation. The relevant legislation is the Planning etc. (Scotland) Act 2006 and the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013.

Will any sensitive personal information (Special Category Data or information about criminal convictions etc) be processed?

Yes. Information such as details of medical conditions may be processed.

If so, why is it lawful for the Council to process this information?

If Special Category Data is processed, this processing is lawful under the terms of Article 9(g) of the UK General Data Protection Regulation "...processing is necessary for reasons of substantial public interest..."; it is in the public interest that the authority complies with its obligations under the relevant legislation.

Will this information be shared?

Having regard to the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013, the Council is required to make all documentation in relation to a Notice of Review available publicly. To facilitate this, all Notices of Review and all accompanying documentation and any interested party responses received will be uploaded to the [LRB pages on the Council's website](#) and included within the document pack provided to Councillors who sit on the LRB for consideration of the review.

Written objections and representations are normally published on the LRB pages on the Council's website, after removal of personal information such as signatures, email addresses, phone numbers, and handwriting. Please note that your name and address, and the content of your representation, will be placed on the website and will be available for anyone to view.

Please note, if you include personal data or special categories of data in your comments which may identify you, these may be published on the Council's website.

Personal information may also be disclosed to third parties if it's necessary for us to do so to verify its accuracy, prevent or detect crime, protect public funds or where required by law. The Council may check information provided by you, or information about you provided by a third party, with other information held by us.

How long will this information be kept for?

Notices of Review and all accompanying documentation, and any interested party responses received will be removed from the planning portal a year following the decision, although a copy will be retained in the application file. Personal information held on Perth and Kinross Council systems in relation to LRB decisions will be kept indefinitely.

Personal information rights

Individuals have rights in relation to the information the Council holds about them, including the right to request a copy of their information. You can find out more about your [personal information rights](#) on our website or by contacting the Council's Information Governance Team at the address below.

Data Protection Officer

The Council has a Data Protection Officer who you can contact in the first instance if you have any questions or complaints about how we are processing your personal information.

Please contact by writing to the Data Protection Officer, Perth and Kinross Council, Council Building, 2 High Street, Perth, PH1 5PH, by emailing DataProtection@pkc.gov.uk or by telephoning 01738 475444.

Information Commissioner's Office

If you want to complain about how the Council has processed your information you have the right to contact the [Information Commissioner's Office](#) via their website or by telephoning 0303 123 1113.

Information Governance Team

If you have any questions about how the Council processes your information, or if you would like a copy of this notice in another language or format, please contact the Information Governance Team:

Information Governance
Legal and Governance Services
2 High Street
Perth
PH1 5PH

Email DataProtection@pkc.gov.uk

Telephone 01738 477933