



Privacy Notice – Planning Application Comments

Date notice written: June 2026

Why is this information being processed?

You can object to or support a planning application by making a comment within the prescribed public consultation period.

When you comment on a planning application, we ask for:

- your name
- your address
- your email address
- your phone number
- your comment, which may include personal information such as health issues

If you have registered on Public Access, our planning portal, to comment on a planning application, your personal details will be recorded on the Council's planning database, Uniform. A copy of your comments will be stored in the application file on the Council's document management system. All comments received by email or writing will be manually entered into Uniform and stored on our document management system, and your comments will be made available on the planning portal.

Please see section titled "Will this information be shared?" below for details of what information will be published on Public Access.

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 personal data in this way because processing is necessary for the performance of a task in the exercise of official authority vested in the controller.

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Formally, the processing of personal data provided to us for this purpose satisfies Article 6 (e) of the UK General Data Protection Regulation. The relevant legislation is the Town and Country Planning (Scotland) Act 1997.

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?

Written objections and representations are normally published on the Council's planning portal, 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 planning portal 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 planning portal.

All contact details which you supply to the Council when your representation is made in respect of a planning application may be shared with the Council's Local Review Body (LRB) if it is the subject of a Local Review. This is for the purpose of contacting you for further representations. Copies of your representations may also be shared with the Planning and Environmental Appeals Division (DPEA) of Scottish Government.

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?

Once the application has been determined, representations will be removed from the internet, although a copy will be retained in the application file. Personal information held on Perth and Kinross Council systems in relation to comments on planning applications will generally be kept for 6 years. After this it will be deleted.

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