Local Plan Pathfinder programme (Application template)

Please complete the full online application form. See Annex A below for the Privacy Notice regarding data collection.

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| **Selected Pathfinder*** **Pathfinder 1: Conversion of Local Plans**
* **Pathfinder 2: Site selection**
* **Pathfinder 3: Call for suggestions**
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| **Single point of contact details**  | **Name** |  |
|  | **Role** |  |
| **Contact email** |  |
| **Contact phone number** |  |
| **Q1 Objectives and outputs of the pathfinder***Tell us which pathfinder you intend to test, why you have chosen this pathfinder, how it will be beneficial for the local authority and the output expected at the end of the process.**[max 200 words]* |
| **Q2 Summary of your proposed project plan to deliver the pathfinder***Tell us how you plan to deliver the pathfinder:** *What key issues will you be seeking to address/understand through the pathfinder*
* *Essential events or milestones*
* *What resource is available to deliver the pathfinder (financial and human)*
* *Provide a clear breakdown of how the funding from MHCLG will be spent.*
* *How you’ll measure whether your objectives have been met*
* *How you will measure and report on the shared objectives that we need to meet*
* *How you will make sure you can work collaboratively with the digital land team in MHCLG and ensure all parties are kept up to date*
* *How you’ll deliver polished, publishable outputs*

[max 400 words] |
| **Q3 Spatial context of the local authority***Tell us the type of contact, or area type that applies to the local authority (e.g. whether the local authority is Urban or Rural, and regional location)**[max 50 words]* |
| **Q4 Development aspiration***Please use this section to outline the key issues you have addressed/ aim to address in the local plan (e.g. housing allocation, growth through new settlement, urban extension, infill, renewal of high streets or in heritage settings)**[max 100 words]* |
| **Q5 Stage of plan-making***Tell us the current stage of plan-making and any milestones that will occur during the Pathfinder programme (14th May-13th August)**[max 50 words]* |
| **Q6 Senior stakeholder commitment***Outline the proposed team and the roles on the project. You should also engage and list your senior stakeholders and consider governance and how you will continue to ensure engagement from senior stakeholders.**[max 100 words]* |
| **Q7 Existing software used- (this will not be assessed)***Please list existing software and GIS systems used within the local authority.**[max 50 words]* |

# **Annex A - Privacy notice**

The following is to explain your rights and give you the information you are entitled to under the General Data Protection Regulation 2016 and Data Protection Act 2018.

##### **1. The identity and contact details of the Ministry of Housing, Communities and Local Government (MHCLG) and our Data Protection Officer**

##### MHCLG is the data controller. The Data Protection Officer can be contacted at dataprotection@communities.gov.uk.

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##### **2. Why we are collecting the data**

##### The government are undertaking a programme of pathfinders with local authorities to test aspects of the reformed plan-making process, in particular the digital aspects, which will be used to inform further policy development. We are asking Local Authorities to submit an expression of interest, where we’ll ask for personal contact information for us to use when contacting Local Authorities about the project. Your personal data is being collected in order for the Local Plans team to have a point of contact for the Pathfinders project.

##### **3. Legal basis for processing the data**

##### The data protection legislation sets out when we are lawfully allowed to process your data. The lawful basis that applies to this processing is that it is necessary for the performance of a task carried out in the public interest.

1. Article 6(1)(e) of the UK GDPR: the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
2. Chapter 2 Section 8(d) of the DPA 2018: processing is necessary for the exercise of a function of the Crown, a Minister of the Crown or a government department.

##### **4. With whom we will be sharing the data**

##### This data will only be shared internally within the Planning Directorate and the Digital team at MHCLG.

##### **5. For how long we will keep the personal data, or criteria used to determine the retention period.**

##### Your personal data will be held for 6 months following the completion of the project.

##### **6. Your rights, e.g. access, rectification, erasure**

##### The data we are collecting is your personal data, and you have rights that affect what happens to it. You have the right to:

1. know that we are using your personal data
2. see what data we have about you
3. ask to have your data corrected, and to ask how we check the information we hold is accurate
4. complain to the ICO (see below)
5. In some circumstances you may also have the right to withdraw your consent to us having or using your data, to have all data about you deleted, or to object to particularly types of use of your data. We will tell you when these rights apply.

##### **7. Sending data overseas**

##### Your personal data will not be sent overseas.

##### **8. Automated decision making**

##### We will not use your data for any automated decision making.

##### **9. Storage, security and data management**

##### Your personal data will be stored in a secure government IT system. The data will be kept in MHCLG, in the UK. The information will be captured in Microsoft Word documents.

##### **10. Complaints and more information**

##### When we ask you for information, we will keep to the law, including the Data Protection Act 2018 and General Data Protection Regulation.

##### If you are unhappy with the way the department has acted, you can [make a complaint](https://www.gov.uk/government/organisations/department-for-communities-and-local-government/about/complaints-procedure).

##### If you are not happy with how we are using your personal data, you should first contact dataprotection@communities.gov.uk.

##### If you are still not happy, or for independent advice about data protection, privacy and data sharing, you can contact:

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##### The Information Commissioner's Office Wycliffe House Water Lane Wilmslow, Cheshire, SK9 5AF Telephone: 0303 123 1113 or 01625 545 745 <https://ico.org.uk/>

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