

Privacy Notice – Housing Design Consultation event for the preparation of planning policy

Who we are

London Borough of Newham (LBN) is registered with the Information Commissioner's Office (ICO) as a 'Data Controller' This privacy notice applies to you ('the service user') and LBN ('the Council'). The Council takes the privacy of your information very seriously.

This privacy notice relates to our functions relating to the preparation of planning policy. It provides additional information that specifically relates to this particular service, and should be read together with our [general privacy notice](#), which provides more detail.

What data we collect

We collect your name and email address as part of a consultation event on Microsoft Teams.

Your name will also be visible to other attendees of the engagement event. If you do not wish your details to be shared with other attendees at the engagement event, please do not sign up and instead contact the project team to arrange a 1:1 session. Alternatively, you can amend your name in Microsoft Teams before joining the meeting using the 'Settings' section.

The consultation event will be run by members of the Council's Planning Policy team and consultants appointed by Council, The OT Service. Members of the project team working at the Council will have access to email addresses of participants if they wish to attend an engagement event. These emails will not be shared with the consultants.

The consultation event will be attended by a range of individuals who have experience of needing or facilitating adaptations to the design of their homes / workplaces relevant to the evidence base focus.

An introduction to the project and how the data will be used will be given at the start of the meeting.

During the engagement event, participants will be invited to share information related to topics around individual or next of kin's or carer's experience of housing and adaptations that would help them to live more comfortably. The data collected from participants will be reliant on the data people are willing to share. However, this could include information such as:

- Age
- Gender
- How their or their family/next of kin/children's or client's access to housing is affected by their racial or ethnic origin, religious belief or health (for example data about disabilities and neuro-divergence, physical health, mental health, medical history).
- Their housing tenure
- Their preferences for housing design adaptations that would help them have better access to suitable housing.

Data collected during the meeting by the Council and the OT Service will be anonymised, so that it is not able to be linked to an individual.

Why we collect your data

We collect your data so that we can prepare and publish a piece of evidence base, analysing the housing design needs of neurodivergent residents, residents with learning disabilities and the housing design preferences of residents on Newham's housing waiting list. This evidence base will be used to support the drafting of planning policies in Newham's draft Local Plan. This in turn will help us require improved housing design in new developments that better meet the needs of our residents.

The lawful basis for processing your data

The lawful basis we use to process your data as set out in UK data protection legislation is:

Article 6(a) Consent: you have given clear consent for us to process your personal data for a specific purpose. This includes your participation in any consultation meeting.

Article 6(e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

Article 9 (a) explicit consent

We will only process personal data where we have consent to do so, and you can withdraw your participation in consultation events at any time before attending the event.

How we use your data

We will use your data to inform a published evidence base document and guidance document, setting out how homes can be more effectively designed to meet the housing design needs of neurodivergent residents, residents with learning disabilities and residents on Newham's housing waiting list.

All data collected at the engagement event will be anonymised, so nothing shared in the consultation meetings will be directly attributable to yourself in the final published report. The OT Service will only collect anonymised data at the engagement event.

Who we will share your data with

We will only share your data with The OT Service for the purposes of preparing a piece of evidence base, analysing the housing design needs of neurodivergent residents, residents with learning disabilities and the housing design preferences of residents on Newham's housing waiting list. This evidence base will be used to support the drafting of planning policies in Newham's draft Local Plan. This in turn will help us require improved housing design in new developments that better meets the needs of our residents.

The OT Service will attend the engagement event, and will record information collected about residents experience with housing design. All data collected at the engagement event by The OT Service will be anonymised, so nothing shared in the event will be directly attributable to yourself in the final published report.

How long we will keep your data

We will keep your data safe and secure for a period of 1 year in line with our retention Schedule. After this time, it will be securely destroyed.

How do we protect your data

WE ARE NEWHAM.

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of information. Staff access to information is provided on a need-to-know basis and we have access controls in place to help with this.

Know your rights

We process your data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Find out about your rights at [Your rights – Processing personal data privacy notice – Newham Council](#) or at <https://ico.org.uk/your-data-matters/> If you have any queries or concerns relating to data protection matters, please email: dpo@newham.gov.uk