

## **Draft Privacy Notice for eDevelopment.scot**

### **What is this notice?**

This Privacy Notice relates to the eDevelopment.scot service operated by the Scottish Government. This notice explains our privacy policy and sets out how we use any personal information submitted to, and retained by, the service.

By registering for the eDevelopment.scot service and making submissions through it to your local and/or planning authorities, or to the Planning and Environmental Appeals Division (DPEA), you accept and consent to the Terms and Conditions for the service and the practices set out in this Privacy Notice.

### **What is the eDevelopment service?**

The eDevelopment service was developed primarily to modernise Scotland's planning and building standards systems, and to allow users to make their submissions electronically through a single Scotland-wide portal.

The eDevelopment.scot service itself comprises two web portals: ePlanning.scot and eBuildingStandards.scot. Together, these portals link users who wish to prepare and lodge planning applications, building warrant applications, and a selection of other forms online to the relevant Scottish local and planning authorities. Some appeals can also be made via the service to the DPEA.

### **Who is responsible for the service?**

The Digital Planning team within the Scottish Government manage the eDevelopment.scot service on behalf of all Scottish local and planning authorities. The portal servers and databases are maintained by the Scottish Government's Information and Technology Services (iTECS) and their contracted IT providers.

In addition to the 'live' eDevelopment.scot service, we also operate and manage administrative portals that we use for administering the service and changing content management. Local and planning authorities have restricted access to the live Admin portals where they can undertake a number of administrative tasks, including running reports on the service (e.g. statistics) and customising information relating to their authority.

### **What information do we retain and for how long?**

We retain your account details and information that you enter when registering for the service, and will continue to for as long as you have an account with the service.

The Scottish Government aims to continuously improve the eDevelopment site and if you consent to doing so, we may periodically contact you to seek your views on the service and ask how we've done on our Support Desk. If you don't wish to be contacted by us, you can opt out on your 'My Account' page.

In conjunction with all local authorities in Scotland, the Scottish Government undertakes an annual national customer satisfaction survey for building standards. If you submit an application through the eBuildingStandards.scot portal, you may be invited to participate in this survey by email. If contacted, you may opt in to complete it or choose to unsubscribe from any reminder emails.

We now require all users to update their account details regularly and will prompt you to do so. Your account details and any associated submissions retained in draft on the portal will be automatically deleted if you fail to log onto the website or update your account information for 18 months. Ahead of this, we will issue emails to all affected users after 12, 14 and 16 months notifying them of this and advising that their account will be deleted if they fail to act within this timeframe.

All submitted applications are permanently deleted from the portal database 90 days following submission. The retention of submitted applications for this period allows users to view their submitted applications for this limited period, to enable them to use a recent submission as a template for a new submission (if required), and allow for recently received applications to be downloaded again by a Local Authority should they require it.

Any applications that you leave in draft on the portal will contain your personal data. Your draft applications will not be transferred to authorities nor will they be accessible to anyone with administrative access to the service. These draft applications will be retained in the database until you complete and submit the draft (where it will be deleted 90 days following submission), until you delete them, or if they are not viewed or edited for a 12 month period; after which it will be permanently deleted.

### **What are my responsibilities?**

In order to comply with Data Protection legislation, we ask that you ensure that your account details are kept regularly up to date.

You will be prompted every 12 months to confirm that your account details are up to date. There will be a grace period of a further 6 months to allow you to confirm your information, after which failure to do so will result in your account being identified as 'dormant' and will lead to the deletion of your account. If this occurs, you are free to re-register for the service should you wish to do so.

In registering for the service, you consent to using the service

### **How can I access my personal data?**

As a user of the service, you can access the information that is held in your registered account and the ability to update this information at any time by logging in and visiting 'My Account'.

### **Can I de-register from the service and delete my information?**

Should you wish, you can de-register from the service at any time by logging into your account and clicking on a link in the 'My Account' page of the site. After de-registering, all information held relating to your account, and any draft applications and submissions recently made through the service, will be permanently deleted.

### **How can I find out more about the privacy policy?**

We aim to resolve any enquiries or concerns that our users may have about the processing of their personal data whilst using the eDevelopment.scot service. For any enquiry or concern about this privacy policy, we ask that you please contact the Helpdesk on 0131 244 1450 or at [eDevelopment@gov.scot](mailto:eDevelopment@gov.scot) in the first instance.

Further information on this process can be obtained from the Scottish Government Data Protection Officer in writing to the Data Protection and Information Assets Team, Information

and Technology Services, V Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD, or by e-mail to [dpa@gov.scot](mailto:dpa@gov.scot).

Details of how to access your personal data can also be obtained at <https://beta.gov.scot/publications/subject-access-request-form/>.

### **Other websites**

We wish to advise that websites that are accessible through links from the eDevelopment.scot service are not covered by this privacy statement. We would advise that users read the relevant privacy policies when accessing other websites.

We would also advise that users that once they make an application or appeal through the eDevelopment.scot service that this information is passed on to the relevant authority and/or the DPEA. We recommend that users read the privacy policies developed by their local or planning authority and/or the DPEA to learn more about how this information will be used.

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