

## **Gloucester City Council: Tree Preservation Orders**

Gloucester City Council takes your privacy seriously and will only keep and use your personal information for reasons law requires or allows. The Council is the data controller for the personal information it holds about you in relation to tree protection. What follows is an explanation of how the Council will use this information, who it will be shared with and how long the Council will keep it.

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### **What information do we collect about you?**

Details of owners of trees in relation to the service of new and existing Tree Preservation Orders (TPO's). Details of the person(s) applying for consent for works to trees subject to a Tree Preservation Order or giving notice of proposed works to trees in a conservation area and, if applicable, their agent and consultants. Details of person(s) who have an interest in the land, subject of the application. Details of consultees and the person(s) who have commented on the application.

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### **The purposes for which that personal information will be used are:**

Personal information is used for tasks carried out in the public interest in accordance with Town and Country Planning (Tree Preservation) (England) Regulations 2012 and Town and Country Planning Act 1990.

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### **The Council may share that personal information with:**

The publicity of the application for tree works consent or conservation area tree work notification and consultations with town and parish councils. The Council may also share your personal information with service areas within the Council or other relevant organisations for purposes which may include law enforcement. Finally, you should be aware that the Council has a duty to protect public funds. It may therefore use the personal information for the prevention or detection of fraud and may therefore share this personal information with other bodies for these purposes.

## **Are any decisions about you made by automatic means?**

No automated decisions are made about you

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## **How long do we keep your information?**

The Council will only keep this personal information for as long as is necessary. Records relating to the creation, implementation and monitoring of tree preservation orders are required to be retained from the date of the preservation order until tree no longer exists or as required by law. Records relating to conservation area tree works notifications are required to be retained permanently or as required by law.

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## **Your rights:**

You have certain rights regarding your personal information, however not all of these rights will be available to you in all situations, particularly where the processing of your information is necessary for the Council to carry out its duties and powers. For more information about your rights, please contact the Council. For further information about data protection matters or how to make a complaint about how your personal information has been handled by the Council, please contact the Council.

[heretohelp@gloucester.gov.uk](mailto:heretohelp@gloucester.gov.uk)