



PINS NOTE 05/2017

To: All Inspectors & all Case Officers (England & Wales)

Relevancy: All casework

Date of Issue: 16 June 2017

Currency: review on 16 December 2017

Sensitive personal information, relating to appeal / application parties, in decisions and other published documents

Action

Inspectors

1. Where possible, Inspectors should avoid referring in detail to sensitive information in the decision and instead refer to the documents containing those details that have been taken into account. The need for particular care will arise when identifying children, and when referring to details about health \ mental health \ educational needs and other sensitive data for both adults and children.
2. In some cases it may be appropriate to instruct the Case Officer that the decision should not be published on the Portal because of the sensitive information that it contains.
3. Inspectors should remind themselves of the advice given in The approach to decision making chapter of the Inspectors Training Manual (especially paragraphs 60 to 61 of Annexe 1 (pages 32 to 33)) regarding the handling and use of sensitive information.

Case Officers: All areas

4. Where correspondence / evidence is published online during the appeals / application process, Case Officers should continue to be vigilant in ensuring that any sensitive personal information, present in any correspondence / evidence submitted by parties, is redacted appropriately before external publication.

Background

5. The [Information Commissioner's Office](#) (ICO) has issued Basildon BC a monetary penalty notice for £150,000 for publishing sensitive personal information about a family. Details of the breach [may be found here](#).

Contacts for further information

6. Salaried Inspectors should contact XXXX (Planning casework), XXXX (Welsh Planning casework), XXXX (Enforcement casework), XXXX (Plans casework), or XXXX (National Infrastructure casework) for advice on individual cases.
7. Salaried Inspectors should contact XXXX regarding any general queries on this Note.
8. Non-Salaried Inspectors may wish to approach XXXX with any queries in the first instance, on which XXXX will liaise with XXXX.
9. Case Officers should contact their Team Manager, in the first instance, regarding any queries on this Note.