PropTech Engagement Fund (Application template)

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

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| **Theme:**     * **Theme 1:** Plan-making Process: Regulation 18 * **Theme 2:** Plan-making Process: Regulation 19 * **Theme 3:** Development Management: Planning Publicity * **Theme 4:** Development Management: Managing & Analysing Responses | *Please specify which theme you have selected here:* | |
| **Primary point of contact details** | **Name** |  |
|  | **Role** |  |
| **Contact email** |  |
| **Contact phone number** |  |
| **Senior Stakeholder Sponsor** | **Name** |  |
| *This would be to invite them to join a kickoff meeting if your project is funded.* | **Role** |  |
| **Contact email** |  |
| **Commercial Sponsor** | **Name** |  |
| *This would be to share details about procuring digital engagement suppliers if your project is funded, and to offer support on the process.* | **Role** |  |
| **Contact email** |  |
| **Q1 Objectives, outputs, and expected learnings from the pilot**    *Please share:*   * *A summary of the digital engagement pilot you’d like to run.* * *What objectives and outcomes do you want to achieve?* * *What learnings do you anticipate being useful for you and other LPAs?*     *[max 250 words]* | | |
| **Q2 Summary of your proposed project plan to deliver the pilot**    *Tell us how you plan to deliver the digital engagement pilot:*     * *Key events or milestones.* * *What period of time do you expect the public engagement to run?* * *How you’ll measure whether your objectives have been met.* * *Outline the proposed team and the roles on the project.* * *How will you ensure engagement from senior stakeholders?* * *How you will make sure you can work collaboratively with your chosen supplier(s), share challenges and learnings with MHCLG, and ensure all parties are kept up to date.*     *[max 400 words]* | | |
| **Q3 Working with suppliers**  *Let us know what kind of supplier(s) you expect to procure, and what outputs they will deliver:*   * *What kind of tool or service do you anticipate procuring to deliver the pilot?* * *What outputs will you ask the supplier(s) to produce?* * *What pre-market engagement have you had so far?*   *[max 200 words]* | | |
| **Q4 Budget**    *Please use this section to provide a breakdown of how the funding from MHCLG will be spent (e.g. software license cost, marketing outreach budget, backfilling roles if needed, etc).*    *[max 150 words]* | | |
| **Q5 Spatial context of the local authority**    *Tell us the type of context, or area type that applies to the local authority (e.g. whether the local authority is Urban or Rural, a district, unitary, borough or other type of council and your regional location)*    *[max 50 words]* | | |
| **Q6 Supporting procurement (this will not be assessed, but to inform support planned)**    *What support would you find helpful to aid the procurement process? (e.g. support with writing the service specification, supporting the Commercial team with using G-Cloud or Spark DPS, etc)*  *[max 100 words]* | | |
| **Q7 Digital engagement background & hurdles (this will not be assessed, but to inform support planned)**    *Please share:*   * *What previous digital engagement have you run, if any?* * *What hurdles do you expect you would you face if you were pursuing this project outside the PropTech Engagement Fund?*   *[max 150 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](mailto:dataprotection@communities.gov.uk).

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

##### The government are undertaking a programme of pilots with local authorities to test the use of digital engagement tools for consultations in the planning system. We are asking Local Authorities to submit an expression of interest. Your personal data is being collected in order for the Digital Planning team to have a point of contact for the pilots project.

**3. What personal data of mine is being collected and how is it used?**

The personal data that we will be collecting is name, role, contact email, and phone number.

##### **4. 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.

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

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

##### **6. 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.

##### **7. 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.

##### **8. Sending data overseas**

##### Your personal data will not be sent outside the UK.

##### **9. Automated decision making**

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

**10. Storage, security and data management**

Your personal data used to contact you to take part in the pilots will continue to be stored in MHCLG’s IT as per our wider Privacy Charter.

**11. How do I complain?**

The processing of your personal data will be in accordance with the law, including the Data Protection Act 2018 and UK General Data Protection Regulation.

If you are unhappy with how we are using your personal data, you should first contact [dataprotection@communities.gov.uk](mailto:dataprotection@communities.gov.uk).

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

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/>