

Planning Policy **Redaction Policy**

Disclosing Information Safely

In the UK data protection is governed by the [UK General Data Protection Regulation \(GDPR\)](#) and the [Data Protection Act 2018](#).

Redaction is the process of removing sensitive information from a document that is to be published. It is achieved by the blocking out, removal or substitution of individual words, sentences, paragraphs, pages or sections prior to its publication.

These guidelines outline the principles followed by Pendle Council when removing sensitive and personal data from the written representations it receives in response to public consultations on planning policy matters.

When is redaction used?

- To remove signatures (handwritten and electronic).
- To remove the home address of an individual, including Parish Clerks and Planning Agents who work from home.
- To remove personal telephone and mobile phone numbers (but not commercial or business telephone numbers)
- To remove personal email addresses (but not commercial or business emails)
- To protect confidential financial or ownership information.
- To remove any potentially offensive wording.
- To meet legal or professional confidentiality requirements.

How is redaction performed?

- By blacking out, removing, or substituting words, sentences, paragraphs, pages, or sections of the document, prior to its publication.
- By withholding the entire document if a large amount of information needs to be redacted.
- By providing an extract of the relevant information from a document.

Redaction principles

- We **do not** alter the original document. Redaction is performed on a copy.
- We only use redaction to remove information that can be exempt from disclosure.
- We check other relevant records to ensure that they do not contain details of the redacted material.
- Checks are carried out on the file properties (metadata) and for 'hidden' content.

Example of redaction

The land is owned by Mr Ian Banks of 1 Riverside, Colne, Lancashire BB7 4GH

The land is owned by [REDACTED] of [REDACTED]

Further information

- Please see the [Privacy Notice](#) on the Pendle Borough Council website:
<https://www.pendle.gov.uk/privacynotice>