

Privacy notice

Building Control

Date: May 2018

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Version Control

Version	Description of version	Effective Date
1.0		

Approvals

Approved by	Date
Planning Services Manager	May 2018
Data Protection Officer	May 2018

This Privacy Notice will be kept under regular review to ensure that it is fit for purpose.

1.0 Who we are

South Derbyshire District Council is registered as a data controller with the Information Commissioner's Office.

Our address is Civic Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH

Building Control is committed to protecting your privacy when you use our services. This privacy notice tells you what to expect when the Council collects personal information. It also explains when and why we collect this information, how we use it, the conditions under which we may disclose it to others, how we keep it secure and what rights you have in relation to the data we hold about you.

2.0 How do we collect information from you?

We collect information from you when you fill in any forms on our website www.south-derbys.gov.uk or associated customer portals; also when you contact us in writing, speak to us on the phone, by email or any other type of electronic communication, or talk to us face to face.

3.0 What types of information do we collect from you?

Building Control collects different sorts of information about you, depending on the service you want from us and/or the reason why we need to process information about you. This could be personal information (for example your name and address), or other more sensitive data that we would only collect and use in very particular circumstances that are set out by law.

4.0 How is your information used?

Notice for applicants for approval under the building regulations

The purposes for which your data will be used are:

1. Processing submitted applications for approval under the Building Regulations from initial submission through to issuing a completion certificate.
2. Ensuring that reports of Unauthorised Works are assessed and acted upon accordingly.
3. Providing fee quotations to enable an application to be submitted.
4. To provide pre-application advice to customers who are proposing works that may require Building Regulations.
5. Ensuring the registration of Initial Notices is processed accordingly.
6. Ensuring that Section 80 Demolition notices are registered and processed accordingly.

We are able to do this because legislation under The Building Act 1984 says that we can and it is in the public interest. The main rules are contained in the following statutes and subsequent amendments to them.

- The Building Regulations 2010 and any subsequent amendments.
- The Building (Approved Inspector) Regulations 2010 and any subsequent amendments.

5.0 Who has access to your information?

We may share your information with:

- Other Council departments directly involved in recovery of outstanding monies or enforcement of the building regulations, dangerous structures or demolition works where necessary.
- Other Local Authorities when applications are submitted under the LABC Partnership scheme.
- The Fire and Rescue Service, as required by the above legislation, and to ensure buildings comply with fire safety legislation.
- Other consultants necessary to ensure construction work complies with the building regulations e.g. structural engineers.

Otherwise, we will only share your data if you ask us to, if it is in the public interest to do so and if the law requires or allows us to.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

6.0 Research and statistics

Anonymised and pseudonymised data may be used for research and statistical purposes. Any data collected may be used for research and statistical purposes relevant and compatible with the purpose that the data was collected for.

7.0 What are your rights in relation to personal data we process?

Access: You can request copies of any of your personal information held by the Council.

Rectification: You can ask us to correct any incorrect information.

Deletion: You can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.

Portability: You can ask us to transfer your personal data to different services or to you.

Right to object or restrict processing: You have the right to object to how your data is being used and how it is going to be used in the future.

For further information, please visit the [Data Protection Act 2018](#) section of our website.

8.0 How long will we keep your information for?

We keep and dispose of all records in line with our Record Retention Schedule. Information can be found at <https://www.south-derbys.gov.uk/assets/attach/4952/Document%20Retention%20Schedule.pdf> and will comply with the Data Protection Act 2018.

9.0 What precautions are in place to protect the loss, misuse or alteration of your information?

Your personal data will be stored electronically or in hard copy files as appropriate. The Council uses a variety of different systems to process and store personal data. We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information

from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

10.0 Keeping your data up to date

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

11.0 Under 13s

If you are aged 13 or under, please get your parent/guardian's permission whenever you provide us with personal information.

12.0 Where can I get advice and more information?

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to information we hold about you. If you have any worries, questions, or complaints about how your personal information is handled, please contact our Data Protection Officer by emailing dataprotectionofficer@south-derbys.gov.uk or by telephoning 01283 595795.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate number).

Email: casework@ico.org.uk.

Further guidance on the use of personal information can be found at www.ico.org.uk.