

## **Privacy Notice for Building Control**

### **Why we are collecting your personal data?**

Rother District Council is a data controller for the purposes of the Data Protection Act 1998 and, from the 25 May 2018, the General Data Protection Regulation 2016. We collect, hold and use your personal data in order to provide building control services to you and to meet our statutory obligations in doing so. We will only collect the personal data from you we need in order to provide this service.

### **What is the legal basis for processing your personal data?**

We do this as a task carried out in the public interest in accordance with building control legislation, for example:

- Building Regulations 2010
- Building Act 1984
- Town and Country Planning Act 1990
- Local Government (Miscellaneous provisions) Act 1976
- Local Government (Miscellaneous Provisions) Act 1982
- Regulatory Reform (Fire Safety) Order 2005

### **Who will your personal data be shared with?**

Your personal data will be held by Wealden District Council, who carry out this service on our behalf as part of a shared service arrangement. We have put in place adequate measures with them to ensure the privacy of your personal data.

If you are submitting supporting information which you consider as being confidential or wish to be specifically withheld from the Public Register, please bring this to our attention for our consideration.

To ensure our record keeping is efficient and to be able to provide services promptly across Rother we will hold your personal information on our own database. However, we may share your personal data internally for our own data matching exercise, using names and addresses. This helps us to ensure the personal data we hold across the Council is accurate and up to date and to identify customers by a single customer record.

Where necessary and applicable, your information may be shared with external bodies such as statutory consultees (e.g. fire safety bodies or water authorities), local authority Building Control partners (which may include structural engineers and partner authorities) and the Courts.

We may also use your information for the purpose of performing any of our statutory enforcement duties.

We may also use and check your personal data for the investigation and prevention of fraud, anti-social behaviour and criminal activity or where we are under a legal obligation to do so. This may include sharing your information with police services, credit reference agencies, governmental organisations (e.g., Department for Work and Pensions and HM Revenue and Customs) and other local authorities. We also take part in the National Fraud Initiative's anti-fraud data matching exercise for these purposes.

### **We will not**

- Use your personal data for marketing or sales purposes without your prior explicit consent.
- Store or send your personal data to a country outside the European Economic Area (EEA).
- Make decisions about you based on automated processing of your personal data.

### **How long will we hold your personal data for?**

We will keep your information for as long as it is required by us or other regulatory bodies in order to comply with our legal and regulatory requirements or for other operational reasons.

### **Your rights**

The General Data Protection Regulation gives you a number of rights in relation to your personal data:

- Right to access a copy of your personal data.
- Right to have your personal data corrected.
- Right to have your personal data deleted ("right to be forgotten").
- Right to restrict how we use your personal data.
- Right to ask us to transfer your personal data to another service provider.

You can get more information about these rights in the Council's Privacy Policy.

If you wish to exercise any of these rights please contact our Information Governance team on [informationgovernance@rother.gov.uk](mailto:informationgovernance@rother.gov.uk) in writing or by completing our online form.

If you are dissatisfied with how we have used your personal data you have a right to complain to the Information Commissioner's Office at

[casework@ico.org.uk](mailto:casework@ico.org.uk).

**Identity of Data Protection Officer**

If you have any questions or concerns about how your personal data is handled, you can contact our Data Protection Officer (DPO), Graham McCallum, at [dataprotection@rother.gov.uk](mailto:dataprotection@rother.gov.uk)