

Privacy Policy – Planning (Building Control)

This privacy notice explains how Dacorum Borough Council (the Data Controller) will use any personal information we collect about you when you use our services.

It has been written to give you a clear explanation of our data processing practices to safeguard you and your personal information

What information do we collect about you?

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- Name, Address and contact details of Applicant
- Name, Address and contact details of Agent
- Name, Address and contact details of Builder
- Disability Information

How will we use the information about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a Legal obligation {GDPR Article 6(1) (c)} "processing is necessary for compliance with a legal obligation to which the Council is subject" under the Building Act 1984, and The Building (Approved Inspectors etc.) (Amendment) Regulations 1995. The Council also rely on GDPR Article 6(1) (a) "consent of the data subject" In this case we are collecting personal information so that we can;

- Local Authorities must carry out duties imposed on them in the Building Act and the Building Regulations.
- Sanitary Convenience: Service of a notice requiring sufficient sanitary conveniences to be provided.
- Provision of sanitary conveniences in workplaces. Local Authorities shall by notice require owner or occupier of the building to provide sanitary conveniences.
- Means of escape from fire: Service of a notice requiring provision for adequate means of escape from fire.
- Dangerous building-emergency measures: Notice of intention to take action under 78 (1) where reasonably practicable.
- Registers: Local Authorities to maintain a public register of prescribed information relating to their duties under the Building Act.
- Form of Documents: All documents issued, made or given by Local Authority under the Act, must be in writing.
- Notice requiring works: Local Authority notices must indicate the type of work to be executed, and the time within which the work must be done, where it is stated that s.99 applies.
- Sale of materials: Where the Local Authority sells any material under 100 (1) they shall after deducting their expenses, pay all proceeds to the person who the materials originally belonged to.
- Local Authority to give effect to court orders where the court of appeal varies or reverses a decision of the Local Authority
- Compensation for damage: Local Authorities shall make full compensation to anyone who has sustained damage as a result of exercise by the Local Authority of its powers under the Act where the person has not been in default themselves in relation to the matter.
- Site Inspection Log – for the purposes of assessing the level or frequency of site inspections.
- To run Building Control Seminars for agents and builders. (*GDPR Article 6(1)(a) – Consent*)

If you're providing us with special category personal information (such as details about your health) we will be processing this under Article. 9(2). The reason we ask for this information is in order to assess whether you are exempt from the building control fees.

- Disability Information

Processing of Special Category Data is carried out under the following;

Article 6(1) (c) – processing is necessary for compliance with a legal obligation to which the controller is subject

Sharing / Recipients

We may share the information with other recipients for the purposes of carrying out the functions (listed above)

We may share your information with;

- Council Tax – Building Completion Notice
- Financial Services – in respect of fees.
- Housing – Works to property
- Environmental Health
- Development Management and Enforcement
- Valuation Office (VOA) – Commencement Date / Completion Dates
- Thames Water – Weekly Report in relation to Digging.
- Fire Authority
- Law enforcement – prevention and detection of crime.
- Other Local Authorities

Withdrawal of Consent

Where the Council have relied on Article 6(1) (a) – “Consent of the Data Subject” to process your personal information – you may withdraw your consent at any time by contacting the building control department or the Council’s Legal department using foi@dacorum.gov.uk

How long will we keep this information?

We will destroy this personal information in accordance with our [Retention Policy](#). To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact foi@dacorum.gov.uk

Security and Location of Data

We will ensure that all personal information is kept securely on servers hosted in the United Kingdom.

Access to all our user information is restricted. Only employees who need the information to perform a specific job are granted access to personally identifiable information.

The servers on which we store personally identifiable information are kept in a secure environment which is continually monitored and tested.

Individuals’ Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@dacorum.gov.uk in the first instance or visit <http://www.dacorum.gov.uk/home/open-data/personal-information>

Notification of changes

From time to time it will be necessary to update this Privacy Policy. This is in order to ensure our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy in force at the time the information was collected.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit <http://www.dacorum.gov.uk/home/cookies-policy>

Our Data Protection Policy

We have a General Data Protection Regulation (GDPR) Policy in place and this can be found [here](#):

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is the Information Security Team Leader (Legal Governance). You can contact them by emailing foi@dacorum.gov.uk or calling 01442 228538.