

PRIVACY NOTICE

BUILDING CONTROL

Rochford District Council is the data controller for the purposes of the Data Protection Act 2018.

The Data Protection Officer for the Council is Angela Law and can be contacted on DPO@Rochford.gov.uk

Why do we need your information? (The purpose and lawful basis for processing data)	i)The Building Act 1984 and Building Regulations 2010 ii) Purpose: Service delivery: investigating alleged breaches of Building Regulations and non compliance of giving Notices. We also share information with other Council departments in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.
What information we are collecting?	For example: Name Address And previous address Email addresses Business name and address (if relevant). .
How is it being collected?	Through information provided on site, online reporting forms, email correspondence, hard copy correspondence, over the telephone.
How will it be used?	Service delivery: investigating alleged breaches of Building Regulations and non compliance of giving Notices. We also share information with other Council departments in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.
Who will the information be shared with?	<i>Other Council departments, Fire Service, other local Authorities, Water Authorities, Environment Agency, Other Councils if joint investigation or recurring planning breaches nationwide.</i> Your data may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.
Retention Period of the data	15 years to permanent depending on case. Information in Building Control History relevant to

	future inspections.
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The GDPR/Data Protection Act 2018 allows you to find out what information is held about you on paper and electronic records. In order to do this you can submit a subject access request to the Council's Data Protection Officer. This service is free of charge.

In some circumstance where the information provided may be restricted, for example, where it contains confidential information about another person, where it will cause serious harm to your or someone else's physical or mental well-being or if the information we give you may stop us from preventing or detecting crime.

In addition, you have the following rights:

- Ask for information to be changed if it is factually inaccurate
- Ask for information to be deleted in certain circumstances such as the purpose for which the information was provided in the first place is no longer relevant, where you withdraw your consent (unless there is no other legal reason for us to use it), we are legally required to delete information.
- Ask for the information to be transferred back to yourself or another service provider. This only applies if we are using your information with consent and not if we are required by law to do so or if a decision was made by a computer and not a human being.