

Privacy Notice

Building Control

Your Data

What data we collect

We hold the following personal data within Building Control Services:

- Names
- Addresses
- Phone Numbers
- Email addresses
- Medical information (if required)
- Qualifications (if required)

Why we collect it

We do this for the purposes of keeping accurate and up to date application/property information as required by The Building Act 1984, including:

- For regulatory, Licensing and enforcement purposes.
- To invoice for inspection fees

Who we will share it with

We may share your data with the following organisations for the purpose of establishing the works being carried out. We will never sell your data or use it for marketing purposes.

- Planning
- Environmental Health

How long we keep it

We will only keep your information for as long as necessary and in accordance with the following guidelines.

- Property information is kept permanently
- Medical information is not kept (once viewed this is destroyed)

The retention period is either dictated by law or detailed in our Document Retention Policy which can be found on our website. Once your data is no longer needed it will be securely and confidentially destroyed.

Your rights

- The right to be informed – this relates to how we use your personal data
- The right of access - You can ask for access to the information we hold on you
- The right to rectification - You can ask to change information you think is inaccurate

- The right to erasure - You can ask to delete information (right to be forgotten) in certain circumstances
- The right to restrict processing - You can ask to limit what we use your personal data for
- The right to data portability - You can ask to have your information moved to another provider
- The right to object – You can object to the processing of your personal data in certain circumstances
- You also have rights in relation to automated decision making and profiling

You can find more information here:

<http://www.brentwood.gov.uk/index.php?cid=2879>

<https://ico.org.uk/>