

PRIVACY NOTICE – BUILDING CONTROL

The following information provides details on how we may collect, use and where appropriate share personal information in relation to planning services, in particular the Building Control provision in accordance with the General Data Protection Regulations (GDPR). It should be read in conjunction with the Council’s privacy notice document.

Why we collect your information	Hartlepool Borough Council will collect your personal information for the purposes of consulting, determination, and enforcement of submitted Building Regulation applications. We will also collect information for the statutory enforcement of the Building Regulations for non compliant work.	
What information do you collect about me?	We will collect, store and use the following categories of personal information about you: <ul style="list-style-type: none"> • Your name; • Contact details such as address, telephone numbers and email addresses; • Payment details (we only store invoice details); • Details of your agent and builder; • Details of your application; • For statutory enforcement only we will also hold date of birth details of you and any witnesses. 	
Will you collect more sensitive personal information about me?	We do not routinely collect information categorised as sensitive however we may be supplied with information as part of a consultation, application or subsequent prosecution. Where we are supplied with such information it will be processed only to carry out our legal obligations in line with our data protection policy.	
How will you collect personal information about me?	We collect personal information by letter, email, telephone, online and through face to face contact with yourself, or on occasion an agreed representative of you, appointed by yourself.	
How will the Council use the information it collects about me?	Most commonly we will use your personal information in the following circumstances: <ul style="list-style-type: none"> • Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. • Processing is necessary for compliance with a legal obligation to which the controller is subject. 	
	Reason for processing	Basis

<p>In what situations will you use my personal data?</p>	<p>We will use your personal data to</p> <ul style="list-style-type: none"> • Determine your Building Regulation application; • Take payment for the processing of an application; • If required to take legal action for non-compliant or unauthorised building work; 	<p>Legal: The Building Act 1984; The Building Regulations 2010 (As Amended); The Building (Local Authority Charges) Regulations 2010; The Building (Approved Inspectors etc) Regulations 2010</p> <p>Public interest</p>
<p>What if I don't want to provide the Council with my personal information?</p>	<p>Unfortunately if you do not provide the information as described above we will be unable to process your Building Regulation application.</p> <p>If it is enforcement we may need to take further legal proceedings to obtain such information.</p>	
<p>Will you share my personal information with third parties?</p>	<p>It may be necessary to share your information with other third parties organisations in order to consider your application. These may include:</p> <ul style="list-style-type: none"> • Statutory sewerage undertakers (currently Northumbrian Water Limited) • Fire Brigade (Fire Officer Consultation) • Environment agency • Hartlepool Borough Council departments relevant to certain applications e.g. Development Control, Environmental Health, Highway engineers etc 	
<p>Which Third parties process my personal information?</p>	<p>The following third party organisations may process information about you:</p> <ul style="list-style-type: none"> • Northgate Public Services, the Councils current IT provider, may have to access PC's, the database system and hard drives on occasions where there is a fault; • Other organisations which we may need to consult as part of your Building regulation application which may include: <ul style="list-style-type: none"> • Statutory sewerage undertakers (currently Northumbrian Water Limited); • Fire Brigade (Fire Officer Consultation); • Environment Agency; • Hartlepool Borough Council departments relevant to certain applications e.g. Development Control, Environmental Health, Highway engineers, Legal etc; • The Law Courts (for enforcement cases) 	

<p>How long will you keep my data</p>	<p>We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which is available from www.hartlepool.gov.uk/retention-schedules.</p>
<p>Your rights in connection with personal information</p>	<p>Under certain circumstances, by law you have the right to:</p> <ul style="list-style-type: none"> • have inaccurate or incomplete data we hold on you corrected • request the erasure of personal data we hold • object to processing • request the restriction of processing of your personal data • request the transfer of your personal data • Request access to your personal information <p>If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer in writing.</p> <p>For further information on your rights please visit: www.hartlepool.gov.uk/GDPR</p>