

**Privacy Notice
Durham County Council
Regeneration and Local Services
Building Control**

1. Who we are and what we do

Who we are

Durham County Council
Regeneration and Local Service
Planning and Assets
Building Control

What we do

We provide services to ensure the safe construction and condition of all types of buildings. In this way, we help protect the health and safety of everyone in and about those buildings.

As part of the Council's Regeneration and Local Services Directorate we have direct links with the Development Control service and other local authority services and support its development management initiatives.

We deal with Building Control related matters such as the determination of applications made under the Building Regulations and the Building Act 1984 (as amended) and other associated legislation. The processing of your information is necessary for compliance with the legal obligations contained in this act.

We also deal with Safety at Sports Grounds.

For further information about our services available please see the [Durham County Council website](#).

For the purposes of Data Protection, Durham County Council is the Data Controller for your information.

2. What type of personal information do we collect and how do we collect it?

Why type of Personal Information do we collect

We collect the following personal information about you:

- your name
- your address
- Development site information, address
- your telephone number(s)
- your email address
- payment details
- Proposed type of work to be carried out

How we collect Personal Information

The personal information referred to above may be collected through the following means:

- face to face meetings/interviews
- application forms
- telephone
- in writing
- online applications ie Submit-a-plan, iApply, Planning Portal
- email

3. What is our power to obtain and use the personal data?

The legal basis for collecting and processing your personal information is as follows:

Legal obligation: the processing is necessary for us to comply with the law;

Public task: the processing is necessary for us to perform a task in the public interest or for our official functions.

Applicable legislation: Building Regulations 2010, Building Act 1984(as amended), and associated legislation. Safety of Sports Grounds Act 1975

4. What is your personal information used for?

In this section you need to explain how your service uses the information you have collected. The service user needs to know what is going to happen to their personal information

Durham County Council holds information about Building Control service users in order to:

- Provide you with relevant advice and information
- Provide services or arrange for others to provide services to meet your needs
- To comply with legal obligations
- To respond to allegations of unauthorised building activity

We may not be able to help you or provide you with a service unless we have enough information.

5. Will your personal information be shared?

Your information will not be shared with other organisations unless we have your consent or there is a legal basis for doing so, for example external bodies such as Statutory consultees such as Northumbria Water, Fire Services. It may also be shared with partner local authorities and the Courts.

6. How do we keep your personal information secure?

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a range of procedures, polices and systems to ensure that access to your records are controlled appropriately.

Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password).
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it;
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong.

7. How long will we keep your personal information?

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type service will determine how long we have to keep it.

The type of service you receive will determine how long we have to keep your information. Our [corporate retention guidelines](#) show how long we keep information for different services

In most cases within Building Control this will be a minimum period of 15 years

8. Is your personal information processed outside the European Economic Community (EU)?

We do not process your personal information outside the EU.

9. Marketing (if applicable)

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent.

10. What are your Information Rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;
- to object to processing; and
- to request your data to be ported (data portability).

If you wish to exercise your information rights, please contact our Data Protection Officer at DPO@durham.gov.uk or alternatively write to:

DPO,

Floor 4 Room 143-148,

Durham County Council

County Hall,

Durham, DH1 5UF

You also have the right to request a copy of the personal information council holds about you. To do this, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at dataprotection@durham.gov.uk

To learn more about these rights please see the [ICO website](#).

Further Information

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your

personal information, or you have questions about how we process your data, please contact our Data Protection Officer at DPO@durham.gov.uk or by calling 03000 268050

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#):

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745

Fax: 01625 524 510