



Privacy Notice - Building Control

Who Will Be Responsible For My Data Once It Is Collected?

Warrington Borough Council will be responsible for the data once it is collected.

Why Do You Need My Information?

Building Control Applications

We need your name and address and postcode, telephone numbers and/or email address to enable us to assess your application in relation to the Council's Building Control service and issue a valid certificate or permit and communicate efficiently with you about your application.

If you are the owner of a building or structure that becomes dangerous we may also require and collect your personal information so that we can resolve the issue in accordance with dangerous building and structure legislation.

We may also use the information to improve our products and services, internal record keeping and to advise you of relevant information relating to the Council's Building Control service

Marketing

We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address, telephone number or postal address which you have provided

From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or mail.

What Allows You To Use My Information?

When we collect and process your personal information for the Council's Building Control service, we do so under the following:-

Building control applications

The lawful bases for processing is Article 6 of the UK GDPR.

(c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

The Building Regulations 2010 Regulations 13, 14 and 18 makes it a requirement that any person who undertakes building work at their premises applies for Building Control consent. In applying for Building Control consent you also have to provide your name, address and contact details.

The Council also has a statutory duty to protect members of the public from dangerous buildings or structures under the Building Act 1984 sections 77, 78 and 79. In doing so it may be necessary to obtain the name and address of the building or structure owner so that the dangerous condition of

the structure or building can be abated or if the Council has to exercise its enforcement powers in relation to the matter.

Marketing

When you access the service you will also be asked for your consent to opt-in to receiving marketing communications.

We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address, telephone number or postal address which you have provided.

From time to time, we may also use your information to contact you for market research purposes if you have opted in for this.

The lawful bases for processing for marketing purposes is Article 6 of the UK GDPR

(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose

What Type of Information Will Be Processed?

The only types of personal information we will hold is:

- name
- address and postcode,
- telephone numbers
- and/or email address (if available)

Who Will My Information Be Shared With?

Your details may be shared internally with other Council departments and with other relevant local authority building control teams within England or Wales if your application has been submitted through a partner agent registered with the national LABC partnership scheme.

The Council may also share your information with statutory consultants such as United Utilities, Cheshire Fire and Rescue Service and the Cheshire Brine Subsidence Compensation board. This is to ensure your application details are fully compliant with other legislative requirements.

The information you give us may also be shared with any part of the Council or with other local or national enforcement agencies, legal services, investigative contractors and other third parties to prevent crime, protect the public from harm or fraud and protect public funds.

Do I Have To Provide This Information And What Will Happen If I Don't?

Your name and address are required as a minimum in order for the Council to legally process your Building Regulation application. If you do not provide this information, we will be unable to progress your Building Regulation application.

For the purposes of possessing your application quickly and providing you with a fast and efficient service, we also ask that you voluntarily provide us with a contact telephone number and email. These details do not have to be given and you can request that they are removed at any time, however, this may result in delays if the Council needs to communicate with you about your application.

How Long Will You Keep This Data For And Why?

The Council will keep a record of all Building regulation applications for a period of 15 years. This is in accordance with the Councils retention policy which in turn is taken from government guidelines published in the Building Control Performance Standards document.

Information relating to dangerous structures will be retained for a period of up to seven years from the last action in the case, in line with local government best practice.

How Will My Information Be Stored?

Your information will be stored securely by the Council within a secure UK data centre, in line with the Councils document retention policy.

What Rights Do I Have When It Comes To My Data?

Under the Data Protection Act 2018 (General Data Protection Regulation), you might have more rights about what happens with your data.

As different rights apply in different situations each request will be assessed on a case by case basis.

1. **Right of Access (formerly Subject Access Request)** - you have the right under the Data Protection Act 2018 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To request a copy of your data or ask questions about how it is used, please look at our [webpages on Requests for Information](#).

2. **Right to be informed** – as detailed through this Privacy Notice.
3. **Right to rectification** – you have the right to have personal data rectified if it is inaccurate or incomplete.
4. **Right to erasure** – depending on the legal basis for processing your information, you could have the right to have personal data erased.
5. **Right to restrict processing** – depending on the legal basis for processing your information, you have the right to reduce or stop the processing of your data.
6. **Right to data portability** – depending on the legal basis for processing your information, you have the right to obtain and reuse any electronic data we hold about you.
7. **Right to object to processing** – where processing your personal information is required for the performance of a public interest task (see above), you have the right to object.

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you then wish to make a complaint then please contact us using one of the methods below:

- Use the **online complaints form**
- Email us at contact@warrington.gov.uk
- Phone us on: 01925 443322
- Write to us at: Environment & Transport, Warrington Borough Council, East Annexe, Town Hall, Sankey Street, Warrington, WA1 1UH
- Visit us at: Contact Warrington, 1 Time Square, Warrington, WA1 2EN

You also have the right to complain to the Information Commissioner's Office using the following details: -

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone: 0303 123 1113
Website: <https://ico.org.uk/>

Will This Information Be Used To Take Automated Decisions About Me?

No, the information will not be used to take any automated decisions.

Will My Data Be Transferred Abroad and Why?

No your data will not be transferred abroad.