

## **Building Control: Privacy Notice**

### **Version 1: 30 May 2018**

#### **Who we are**

We are the Building Control Team for the London Borough of Havering. This privacy notice explains how we use information in the course of our work as a local Building Control authority. This work includes

- Providing advice on proposals on a pre-application basis
- Making decisions on building regulation and other related applications
- Investigation of alleged breaches of building regulations
- Making decisions on demolition notices
- Dealing with dangerous structure reports and making decisions regarding safety of persons with and around structures

#### **How we get your information**

We get applicant information in two ways - it is supplied to us directly (or via an agent instructed on your behalf) or we receive it from the Planning Portal, a third party website that provides a transaction service for electronic application submission.

We also receive comments, representations, allegations, questions and requests for pre-application advice, via email, telephone, letter, and through our online building regulation application comment facility.

#### **What we do with your information**

To allow us to make decisions on a building regulation application, an applicant must provide us with some personal data such as their name, address and contact details. In a small number of circumstances applicants may need to provide us with “special category data” in support of their application. Personal data including names, addresses and contact details is also collected from those persons who make a comment on a building regulation application.

We use the information provided to us to make decisions regarding the compliance of the proposed building work. This is known as a “[public task](#)” and is why we do not need applicants or those commenting to “opt in” to allow their information to be used.

If advice is sought from us, we will collect your personal data so that we can respond to your request. If you wish to report: an alleged breach of building regulations; a dangerous structure; or a demolition issue, providing your personal data will enable us to keep you informed of the progress and outcome of any investigation or is required for our Surveyors safety.

#### **How we share your information**

We do not sell your information to other organisations. We do not move your information beyond the UK. We do not use your information for automated decision making.

We will sometimes need to share the information we receive with other parts of the Council and other external Statutory Authorities such as the Fire Brigade and Water Authorities.

### **Withholding of information or Redaction ('blanking things out')**

We operate a policy where we routinely withhold or redact the following details before making forms and documents available publicly (whether online or in paper form):

- Personal contact details for the applicant such as telephone numbers and email addresses
- Personal contact details for those commenting on applications such as names, addresses, telephone numbers and email addresses
- Personal contact details for those reporting an alleged breach of building regulations such as names, addresses, telephone numbers and email addresses
- Signatures
- Supporting statements that include special category data
- Information agreed to be confidential

Sometimes we might decide it is necessary, justified and lawful to disclose data that appears in the list above. In these circumstances we will let you know of our intention before we publish anything.

### **Complaints and problems**

If you wish to make a complaint regarding the processing of your personal data or if you are unsatisfied with how we have handled your information, you have the right to make a complaint. In the first instance you should contact our Access to Information Team via [accessinfo@haverling.gov.uk](mailto:accessinfo@haverling.gov.uk) or Town Hall, Main Road, Romford, RM1 3BD.

If we fail to respond properly, you can direct your concerns to the Information Commissioners Office (ICO) via Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or 0303 123 1113 (local rate) or 01625 545 745.

### **Further information**

Further information on the Council's approach to data privacy is available via [www.haverling.gov.uk/dataprotection](http://www.haverling.gov.uk/dataprotection)