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<b>Service Area:</b>	Regeneration and Planning
<b>Work Area:</b>	Building Control
<b>Contact Details:</b>	Jason Lear - <a href="mailto:buildingcontrol@caerphilly.gov.uk">buildingcontrol@caerphilly.gov.uk</a>
<b>Privacy Notice Name:</b>	Building Control Application Processing
<b>Description of Privacy Notice:</b>	This privacy notice will explain how Caerphilly County Borough Council will use the information provided to process applications for Building Regulations approval

## How we will use your information

### Purpose and legal basis for using your information

#### Purpose of processing

Caerphilly County Borough Council will process your Building Regulations application, your identity and contact details for the purpose of registering your application, providing you with a decision and other associated documentation, and to carry out inspections of the works when development commences. The application file is not open to public inspection but copies of the Decision Document and Completion Certificate will be provided to third parties, upon request, for conveyancing purposes.

#### Legal basis for processing

There is a public task obligation to process your information as detailed below.

The Building Regulations 2010 with amendments and The Building Act 1984

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

1(e) 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.

In order for the processing of sensitive personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 9 must be identified, which is outlined below:

2(g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

## **Who will have access to your information**

### **Identity of Data Controller and Data Protection Officer**

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Ms Joanne Jones  
Corporate Information Governance Manager / Data Protection Officer  
Email: [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)  
Tel: 01443 864322

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.

### **Details of main users of your information**

Staff within the Council's Building Control and Support Services Team will register your application, your identify and contact details for the purpose of determining your application and providing you with a decision and other associated documentation, and to carry out inspections of the works when development commences.

### **Details of any sharing of your information within Caerphilly county borough council**

Departments within the Council who may be consulted on your application include Development Management, Highways, Public Protection, Land Drainage and Infrastructure.

Your contact details will also be shared with the Corporate Finance Team for invoicing purposes or for arranging refunds of fees and will also be shared with Council Tax, NNDR and Address Management to assist them in carrying out their statutory duties.

### **Details of any sharing of your information with other organisations**

South Wales Fire and Rescue Service may be consulted on your application, along with Welsh Water, who will also receive your contact details if your development requires separate Agreement with them, i.e. Building Over Sewer Agreement. The Valuation Office may also be informed of your application for valuation purposes via Council Tax / NNDR.

### **Details of any external data processors**

Some historic applications are periodically scanned to a document management system by an external company. The Council will ensure that this processing is compliant with data protection principles and relevant agreements are in place.

### **Requests for information**

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

## **How long will we retain your information**

### **Details of retention period**

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

The Council holds records of building regulations applications from 1964 to the current date. Records are held in a variety of formats depending on the age of the application e.g. microfiche, electronic document management systems and paper format. The application file is not open to public inspection but copies of the Decision Document and Completion Certificate will be provided to third parties, upon request, for conveyancing purposes. Please contact the service area for any further information.

## **Your Rights (Inc Complaints Procedure)**

### **Your rights under Data Protection**

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling

Further information on your rights is available from: [www.ico.org.uk](http://www.ico.org.uk)

To enact your rights please contact the service area detailed on the top of this form.

### **Complaints Procedure**

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

[www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints](http://www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints)

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# Summary Privacy Notice

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The legal basis for processing your information is it is necessary for the performance of a task carried out in the public interest.

Details of your application will be shared with internal departments and external bodies for consultation purposes or to assist them in carrying out their statutory duties.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link:

[{Hyperlink to Full Privacy Notice on our website}](#)