

## **BUILDING REGULATIONS APPLICATIONS - DATA PROTECTION LAW**

Who we are:

Sandwell Council is the Data Controller for the information held about you for this the purposes below. Contact details:

Sandwell Metropolitan Borough Council,  
Sandwell Council House,  
Freeth Street,  
Oldbury  
B69 3DB.

Telephone 0121 569 2200.

The Data Protection Officer can be contacted at the above address and through email at [dp\\_officer@sandwell.gov.uk](mailto:dp_officer@sandwell.gov.uk) or Tel 0121 569 3232

As a Public Authority we do not have a representative in any other member states of the EU.

### **Legal Obligation**

Under data protection law the Council does not need your consent to process certain personal data relating to you because it has a legal obligation to do so. This is usually where there is a law or instruction from Government. The Council may process more data than is necessary for this obligation, but you should be informed what this is and why they are doing it.

### **How information about you will be used**

The name and address of the 'applicant' (and 'agent' if supplied) will be held to process the application and recorded as being responsible for the Building Regulations application and to enable us to communicate with you about it, and is required to be collected by law.

Without this information we are unable to process your application.

The legal basis for the collection of this data is Regulation 13 of the Building Regulations 2010.

It will not be shared as part of the Building Regulations process but may be shared with other Council departments, the Police or Fire Service for the purpose of investigating crime or matters of public safety, health or in the public interest.

It will be retained as part of the application record for 15years from issue of the Completion in accordance with the Building Control Performance Standards.

The name and address of a third party Payee provided, i.e. if the named person is not the applicant or agent will be shared with the Council's Finance Department to issue the invoice for the Inspection Fee and be recorded as liable for the payment. The name of the cardholder and credit/debit card details provided will be recorded only for the purpose of processing the payment of the fee.

This information will be held for the current financial year plus 6 years.

The name of persons paying by cheque will be recorded and shared with our Finance department for accounting purposes. The name will be retained in our cheque record books. These books are retained for the current year plus 6 years.

The name that appears on the cheque face will be recorded in our Building Regulations computer system for a period of 8 weeks to ensure the cheque has cleared.

### **Data Protection Law – Consent**

Under data protection law, Sandwell Council needs your consent to process your personal data for the purpose of:

- Contacting you in relation to the application; or
- Passing it to Planning colleagues so they can advise you of any other permissions required for your proposal; or
- Passing to LABC so that they can inform you of any information they may feel would be of interest to you.

You are not obliged to give this data, and if you refuse it will not affect any other dealings you have with the Council. You can also withdraw your consent at any time and the Council will cease to process this information. You can do this by the same method you gave us the information or by contacting the Data Protection Officer.

### **Your Rights**

You are entitled to know what personal data Sandwell Council is processing about you. If you want to obtain the data, or if you want to exercise any of your other rights about the processing of the data, you can contact the Data Protection Officer – contact details above.

You have the right to:

- have your personal data corrected if it is inaccurate or incomplete.
- ask for your personal data used for this purpose to be erased (even if you have previously given consent for the data to be processed by Sandwell Council).
- ask for your personal data to be supplied in a commonly used format, where the processing is carried out by automated means, so it can be sent to another organisation.

You can also ask for the processing of your personal data to be restricted if:

- it is inaccurate.
- it is unlawful but you do not want it to be deleted.
- it is due to be deleted but you require it kept because of a legal claim .
- you have objected to the processing of the data and you are waiting for a decision about the objection.

For more information about your rights you can contact the Information Commissioner's Office, which is the supervisory authority for the United Kingdom. Contact details are:

- [www.ico.org.uk](http://www.ico.org.uk)
- Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)
- Tel: 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF