



Development Services, Place & Communities

What services are covered by this privacy notice?

Building control – Administration of applications for Building Regulation approval.
Enforcement, Breach of Building Regulations.
Dealing with Dangerous structures.
Street naming and numbering administration.
The handling of Freedom of Information requests. Requests for copies of historical data, such as Completion Certificates, Approval or Rejection Notices.

What personal information do we hold?

The services above may use some or all of the personal information below:

- Names, address and contact details
- Health information (extent of disability for exemption of fees)
- Copies of receipts and delivery notes for product confirmation
- Case file information (stored in council's data base)

We get most of this information from you, but we may also get some of this information about you from other local authorities, and other government agencies,

How do we use your personal information?

We use your information to:

- Deliver the service, or handle your query
- To plan and improve the service we offer
- To detect and prevent unauthorised development, crime or fraud
- **Who else might we share your personal information with?**

Sometimes we may need to share your information, but we will only do so where it is necessary or required by law. We will only share the minimum information for each circumstance. We may sometimes need to share some of your personal information with:

- Police
- Other Government Agencies including Fire Authority, Anglian Water Services, Environment agency.

- Other Local Authorities.
- Solicitors including information required for Law Enforcement Purposes.
- Other professional bodies such as structural engineers.

Data Processors supporting these activities include:

On occasions we will employ the services of an independent Structural Engineer.

Who is the Data Controller for this processing?

CPBC is the Data Controller for this processing.

We need to use your personal information to meet our Legal Obligations under the Building Act 1984

Building Regulations 2010

Building Safety Act 2022

Approved Inspector Regulation 2010

Local Authority Charges Regulations 2010

Personal Data							
Special Category Information							
Service	Legal Obligation	Public tasks	contract	Consent	Substantial Public Interest	Legal Claims	Explicit Consent
Applications	Y						Y
Enforcement	Y				Y		
Dangerous structures	Y				Y		
Street naming and numbering	Y				Y		
FOI	Y						Y
Historical DATA request	Y				Y		

Where we are relying on your consent to use your personal information you have the right to withdraw this consent at any time by contacting dpo@castlepoint.gov.uk or calling 01268 882200 and advising which service you are using.

How long will we keep your personal information?

We will only use your personal information whilst delivering the service to you and to deal with any questions or complaints that we may receive about this unless the law requires us to keep it for a longer period. In practice, this means that your personal information may be retained for:

Will my personal data be held or used outside of the United Kingdom?

No personal information is routinely sent or held outside the UK. Should the transfer of personal information outside of the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the data.

Your rights

Please see our main notice for an explanation of which rights apply. This will be determined by the legal basis we are relying on to use your personal information.

If you wish to exercise any of these rights, please contact dpo@castlepoint.gov.uk .

You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline (0303 123 1113).

You also have the right to lodge a complaint in relation to this summary notice, the full Privacy Notice, or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

Contacting us

You can contact our Data Protection Officer, Angela Law by email at dpo@castepoint.gov.uk or by calling 01268 882200.