

Draft – Building Control Privacy Notice (Revised for UK GDPR Compliance)

Data Controller:

Exeter City Council
Civic Centre, Paris Street, Exeter, EX1 1JN
Email: data.protection@exeter.gov.uk
Telephone: 01392 277888

Data Protection Officer:

Email: data.protection@exeter.gov.uk

1. Purpose of this Notice

This privacy notice explains how Exeter City Council collects, uses and protects personal data when delivering its statutory Building Control functions under the Building Act 1984 and Building Regulations 2010.

2. What information we collect

To process Building Regulation applications, investigate reports and undertake site inspections, we may collect the following personal data:

- Applicant and agent names
- Postal addresses
- Email addresses
- Telephone numbers
- Information submitted as part of your application or enquiry
- Any relevant correspondence

We may also receive information from third parties such as agents, builders, neighbours, consultees or other public bodies.

3. Why we collect your information

We process personal data to:

- Administer and determine Building Regulation applications
- Undertake inspections and assess compliance
- Maintain statutory registers
- Investigate potential breaches of Building Regulations

- Respond to enquiries and complaints
- Meet statutory reporting and record-keeping obligations
- Protect public safety

4. Our lawful basis for processing

Processing is undertaken under:

- Article 6(1)(e) UK GDPR – *public task*: carrying out the Council’s statutory Building Control functions.
- Article 6(1)(c) UK GDPR – *legal obligation*: maintaining statutory records required by the Building Act 1984 and associated regulations.

5. Who we share your information with

Your information may be shared with:

- Land Charges, to enable the maintenance of the statutory register
- Other Council departments where relevant to the case (e.g. Planning, Environmental Health)
- Statutory consultees, public bodies or agencies involved in regulation or enforcement
- Professional advisers and contractors working on our behalf
- IT system suppliers who provide secure hosting and support services

We do **not** share personal data for marketing purposes.

6. International transfers

We do not transfer your personal data outside the United Kingdom.

If an exception arises, we will only transfer data where appropriate safeguards are in place.

7. How we store and secure your data

Personal information is stored securely on Council systems with appropriate technical and organisational controls in place to prevent unauthorised access, loss or misuse.

8. How long we keep your information

A description of the works and the address of all Building Regulation applications forms part of the public register and will be retained permanently as part of the site's development history.

Personal information and supporting documents are normally retained for 15 years, unless enforcement action remains ongoing, after which they are securely removed.

9. Your rights

Under data protection legislation, you have the right to:

- Access your personal data
- Request correction of inaccurate information
- Request erasure of your data where legally permissible
- Request restriction or object to certain types of processing
- Request portability of your data (where applicable)
- Not be subject to automated decision-making (we do not use automated decision-making in Building Control)

To exercise these rights, please contact the Data Protection Officer.

10. Complaints

If you are dissatisfied with how your data is handled, you may contact the Council's Data Protection Officer in the first instance. You also have the right to complain to:

Information Commissioner's Office (ICO)

Wycliffe House, Water Lane, Wilmslow, SK9 5AF

www.ico.org.uk

11. Updates to this notice

We may update this privacy notice periodically to reflect legislative or operational changes. The latest version will always be available on our website.