

**Privacy Notice – Development Services - Building Control**

This notice is provided for clarification on what information the council needs in order to determine and deal with Building Regulation Applications, Initial Notices, unauthorised development, Competent Person Scheme and Dangerous Structures. It is necessary for the council to gather, collect, store and process personal information relating to applicants. The council puts measures in place to protect the privacy of individuals throughout this process

**Who is responsible for your information?**

All personal information is held and processed by Blaenau Gwent County Borough Council in accordance with Data Protection legislation. For information on the role of the Data Controller, Data Protection Officer and Contact Details for the Council, please refer to the ‘Data Protection’ page of the Council’s website:

[https://blaenau-gwent.gov.uk/en/Council/data-protection-foi/data-protection-act/](https://blaenau-gwent.gov.uk/en/council/data-protection-foi/data-protection-act/)

**What Information do we need?**

Blaenau Gwent County Borough Council may share the following information:

* Name and address
* Contact information including email address
* Other information you might submit as part of the process

We will use this information to process your building regulation application or deal with unauthorised development or Dangerous Structures. We may check some of the information with other sources to ensure the information you have provided is accurate.

**Why do we need your information?**

We require this information to carry out our duties under the:

* Building Act 1984 and associated Building Regulations

We need this information to:

* process your application
* deal with Unauthorised Development
* deal with Dangerous Structures
* to contact you for research purposes to enable us to improve the services we offer. We may contact you by email, phone, or email.

**Who will we share your information with?**

To enable the Council to deal with your application and comply with our legal obligations, we will share your information with partner organisations, including:

* Internally within Blaenau Gwent Council
* Your legal representatives
* Planning
* Environmental Health
* Welsh Water
* Fire Service
* SRS (Shared Resource Service Wales) – ICT service provider
* Software Consultants e.g. support for Civica and Assure

**What is the Lawful basis for processing?**

In order to comply with GDPR, personal data shall only be processed where a condition is met under article 6 of the legislation.

In this case, the lawful basis for processing is:

* a legal obligation that requires us to process your personal information;
* carrying out a public task, for instance, performing our safeguarding role, planning or waste services function.

If we have your consent to use your personal information, you have the right to remove it at any time. If you want to remove your consent, please contact [DataProtection@blaenau-gwent.gov.uk](mailto:DataProtection@blaenau-gwent.gov.uk) and tell us which service you’re using so we can deal with your request.

**How long do we keep your information?**

The Council will only keep your information for as long as necessary. However, there may be circumstances where we may need to keep your information for longer. Full details of how long the Council retains your information can be obtained by contacting the relevant Department responsible for the services you require.

Council contact centre: [info@blaenau-gwent.gov.uk](mailto:info@blaenau-gwent.gov.uk) / 01495 311556.

**Providing accurate information**

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. If any of your details are incorrect or incomplete, please ensure that you tell us as soon as possible so that we can update your records.