

Your Personal Data: (Building Control)

What we need

Mid Sussex District Council will be what's known as the 'Controller' of the personal data you provide to us. The data we collect may include personal data and sensitive personal data. This may consist of name, address, bank details, e-mails, telephone numbers, details of proposed or completed developments.

Legal basis for processing

Processing of personal information is carried out in accordance with Article 6 of the General Data Processing Regulation (GDPR):

- Processing is necessary for compliance with a legal obligation
- 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

and in accordance with the Data Protection Act 2018.

Why we need it

We need to know your basic personal data in order to provide you with Building Control services. We will use this information for the following:

- Determining Building Control applications
- Consultations
- Site inspections
- Fee payments
- Issuing completion certificates
- Control of dangerous structures
- Control of unauthorised work
- Demolition Notices

What we do with it

All the personal data we process is processed by our staff in the UK on servers also located in the UK. No 3rd parties have access to your personal data unless the law allows them to do so. In processing your data, we may also share it with our own internal departments and as part of formal consultation with Southern Water, Thames Water and West Sussex Fire Brigade.

How long we keep it

We carefully consider the personal data that we store, and we will not keep your information in a form that identifies you for longer than is necessary for the purposes set out in this notice or as required by applicable law. In some instances, we are required to hold data for minimum periods: for example, certain UK laws currently specify fixed time periods for retention of some of your personal data. We will keep your data for 15 years.

What are your rights?

You have the right to request a copy of the information that we hold about you. This is known as a Data Subject Access Request. If you would like a copy of some or all of your

personal data, please email or write to the Data Protection Officer – see contact details below.

We want to make sure that your personal information is accurate and up to date. If at any point you believe the information we process on you is incorrect you may request to see this information and even have it corrected or deleted.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) - <https://ico.org.uk/concerns/>.

To contact our Data Protection Officer you can email foi@midsussex.gov.uk or write to

Data Protection Officer
Digital & Technology
Mid Sussex District Council
Oaklands Road
Haywards Heath, RH16 1SS

Last updated October 2021