



# Privacy Notice (How we use your information)

## Building Control

### **Covering: - Building Regulation applications, Dangerous Structures, Demolitions, Safety at Sports Grounds, Street Naming and Numbering**

This privacy notice is designed to help you understand how and why the Building Control team at Kirklees Council process your personal data.

We process your data for the statutory purpose of, processing Building Regulation applications to construct, extend or alter buildings; for dangerous structures to maintain public safety, demolition of buildings to ensure they are done safely, to ensure public safety at stadiums and in regulated stands and to allow the naming of new streets and the numbering and re-numbering of buildings.

### **The categories of information that we collect, process, hold and share include:**

- Personal information including name, address, organisation, phone number(s), email address, photographs/video, of your property/land, descriptions and drawings of your property and land ownership information.

### **Why we collect and hold this information**

We use this personal data to enable us to carry out specific functions for which we are responsible:

- To allow the processing of Building Regulations applications, process Dangerous Structures and Demolition of buildings, issuing of Safety Certificates at Sport Stadiums and Regulated Stands, determining Naming of Streets and Numbering and Re-numbering of properties.



## The lawful basis on which we use this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR (General Data Protection Regulation)), the lawful basis we rely on for processing this information are:

- Article 6(1) (a) – For one or more specific purposes – consent
- Article 6(1) (c) – For compliance with a legal obligation,
- Article 6(1) (e) – For the performance of a task carried out in the Public Interest

These legal basis are underpinned by Acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- Building Act 1984.
- Building Safety Act 2022
- Building Regulations 2010 (as amended)
- Local Government (Miscellaneous Provisions) Act 1976
- Party Wall etc. Act 1996
- Fire Safety and Places of Sports Act 1987
- Latent Damage Act 1986
- Mines And Quarries (Tips) Act 1969
- Public Health Act 1925
- Regulatory Reform (Fire Safety) Order 2005
- Towns and Improvement Clauses Act 1847

## How we store your personal information

Your information is safely stored on a Kirklees Council secure network drive.

We keep your information for specific time periods after which we will then dispose of your information by deleting electronic records from the network drives or anonymising the information to remove personal information. Paper records are safely disposed of as confidential waste.

We will hold your information for:

- Building Regulation Applications 30 Years
- Dangerous Structures 30 Years
- Demolitions 30 Years
- Safety at Sports Grounds 30 Years
- Street Naming and Numbering 30 Years



## Who we may share your information with

We may sometimes share the information we have collected about you where it is necessary, lawful, and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- West Yorkshire Fire Service statutory consultations.
- Yorkshire Water Ltd - statutory consultations.
- Health and Safety Executive, Building Safety Regulator - consultations, statistical purposes.
- Environment Agency.
- Other services within Kirklees Council.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

## Your data protection rights

Under data protection law, you have several rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [Data.protection@kirklees.gov.uk](mailto:Data.protection@kirklees.gov.uk) if you wish to make a request.

## Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact:

Russell Smith MRICS, AIFireE, C.Build E MCABE

Building Control Manager

[Russell.Smith@Kirklees.gov.uk](mailto:Russell.Smith@Kirklees.gov.uk)

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.

You can also complain to the ICO (Information Commissioner's Office) if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.

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