

Data Protection Privacy Notice

Service: Planning Strategy and Development Management
Team: Building Control
Processing activity: Processing of building regulation applications

The Data Controller

East Devon District Council's Planning Service
Address: Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.
Contactable by emailing buildingcontrol@eastdevon.gov.uk or by calling 01395 517482.

The Data Controller's Representative

Ed Freeman, Service Lead Planning Strategy and Development Management
Contactable by emailing efreeman@eastdevon.gov.uk or by calling 01395 517482

The Data Protection Officer

Henry Gordon Lennox
Contactable by emailing dataprotection@eastdevon.gov.uk or by calling 01395 517401.

Obtaining your personal information

We have been provided with your personal information by you, as landowner, or by an agent acting on your behalf. The personal information we have obtained is your name and contact details, and payment details.

In the case of a partnership application, we will have received your name, contact details and details about the application from the partner authority.

Use of your personal information

We are using your personal information for the purpose of processing your application for Building Regulations approval and on the basis of public task and our legal obligation under the Building Act 1984, The Building Regulations 2010, The Building (Local Authority Charges) Regulations 2010 and other relevant legislation.

Your personal information will be used by EDDC to carry out, and to inform you about, action needed and to process any payment in respect of regularisation works.

We may process medical information in relation to your qualification for fee exemption and this data will be provided by you and processed with your consent.

Who will receive or see my personal information?

Your personal information will be available to be seen by those within the relevant service and within support services (such as the Legal and Finance Teams and third party payment handler) where necessary to carry out the purpose and will be provided to the following;

Planning, Environmental Health and Private Sector Housing where liaison is necessary in respect of Houses in Multiple Occupation or dangerous structures.

Information may also be shared with other statutory authorities including the Fire Authority, Highways Authority regarding access issues or dangerous structures, HSE, Environment Agency, Water Authority and other utilities for the purposes of assessing connection issues, Police Authority and the court service in the case of formal action or access issues.

In the case of a partnership application we will share detail about the application, and our assessment of it, with the relevant partner authority.

We may also share information with our corporate safety officer when our staff safety is viewed as being at risk. Information may also be shared with partner agencies during safeguarding investigations and for fraud identification and prevention.

Your personal information will be stored securely within our IT system and will not be accessible to anyone else, including other services within the Council, unless detailed above.

Retention

All your personal information will be held by us only for as long as is necessary and then in accordance with any legal requirements imposed upon us and the Council's retention schedule. For more information please go to our website to view our [Retention schedule](#)

Transferring personal information outside of the EU

Your personal information will not be transferred outside the EU or to any international organisations by the Council. It should be noted that the Council has no control over those accessing its online public registers nor what someone does with any information they obtain from them.

Your Rights

Whatever our use of your personal information you have the right of access to that personal information (this means confirmation that we are using your personal information, access to it as well as other detail) and the right to seek rectification if the information is inaccurate.

Because we are using your information on the basis of public task and legal obligation then you also have the following rights in respect of how we use your personal information:

The right to object and the right to restrict processing.

Also, if you object to our use of your personal information and there is no overriding legitimate interest for us to continue using it or we have used your personal information unlawfully or it is no longer necessary for us to have the personal information, the right to erasure is also available to you.

Details on each of these rights and to how you exercise can be found on our website in the [Your Rights](#) pages.

Complaints

If you are dissatisfied with the way the Council has used your personal information then you may wish in the first instance to make a complaint to the Data Protection Officer. This can be done by;

Writing to: Data Protection Officer, Information and Complaints, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

You can also email: dataprotection@eastdevon.gov.uk or call 01395 517417.

Alternatively, or if you remain dissatisfied following your complaint to the Data Protection Officer, you may lodge a complaint with The Information Commissioner. The Information Commissioner is the UK's independent body set up to uphold information rights. The ICO can help and advise you on all matters relating to data protection.

Email: casework@ico.org.uk

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF