

# **Privacy notice- Land charges**

## **Lawful basis for processing your data**

Processing your personal data is necessary for the council to perform its official functions and carry out its statutory obligations in accordance with Article 6(1)(e) of the General Data Protection Regulations (GDPR).

## **How we process your data**

Wyre Council (the Data Controller) will only process and share your personal information in order to carry out official searches of the Local Land Charges register to inform buyers of any obligations or restrictions on the property to which the search relates, as required under the Local Land Charges Act 1975. The information collected, will be securely stored and may include your name, address, email address, telephone number and financial information where required.

## **How we may share your data**

We may share your personal information with internal council departments and external organisations to process your search application. This may include the following organisations:

- Solicitors who request a search or copy documents
- Members of the public who request a search
- Personal search organisations and
- Lancashire County Council

The council also receive search applications submitted through the following online portals:

- National Land Information Service (NLIS) – managed by Land Data
- TMCORE – supplied by TM Group

The personal information you supply through these online portals will be securely stored and processed in accordance with these organisations privacy policies.

Details of these can be obtained at [www.tmggroup.co.uk](http://www.tmggroup.co.uk) and [GDPR@landdata.org.uk](mailto:GDPR@landdata.org.uk)

## **How long we keep your personal data**

We will retain any personal information relating to your search request for 15 years, following completion of the search. After this time, your personal data will be deleted from our records and any paper documents will be shredded.

## **Your rights**

You have the right to request access to the information that we hold about you. To make a request for a copy of your personal information, please contact our Information Governance Manager, Joanne Porter.

In addition to the above, you also have the right to:

- in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- data portability

If you wish to execute any of these other rights, please contact the councils Data Protection Officer.

## **Contact us**

If you have any questions about how we handle your personal data, please contact the council's Data Protection Officer Joanne Billington on 01253 887372 or visit [wyre.gov.uk](http://wyre.gov.uk) for further information.

You also have the right to contact the [Information Commissioner](#) if you are unhappy with how we are handling your personal data.