

Building Control Privacy Notice

Lawful basis for processing

Processing your personal data is necessary to perform our official functions and carry out our statutory obligations under The Building Act 1984 and The Building Regulations 2010.

How we process your data

Wyre Council (The Data Controller) will only use your personal information for the purpose intended, to process your building control application or to carry out any other statutory duties. This may include sharing the relevant information internally and where necessary externally i.e. with United Utilities, Fire Authority and Consulting Engineers.

In addition, as part of our ISO accreditation, we are required to obtain feedback from our customers to enable us to continually improve our service. Therefore, we may contact you to complete a customer satisfaction questionnaire. All the information you provide will only be used internally to improve the building control service. However, if you do not wish to receive this questionnaire, please contact the building control team and we will remove you from our mailing list.

How long we will retain your data

We will retain your data for 15 years following completion of your application for a Building Control service, or after the end of all obligations by you or the Council have been met. 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 as the data subject to access your data. If you feel the data we hold is inaccurate or incomplete, you are entitled to have your personal data rectified. Please contact the Council's Data Protection Officer; Joanne Billington on 01253 887372 or visit wyre.gov.uk for further information.

You also have the right to contact the Information Commissioner if you are un-happy with how we are handling your personal data. You can contact them using the address; The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF