

East Midlands Building Control (EMBC)

Privacy Policy

The type of personal information we collect

We currently collect and process the following information:

- Site address
- Name, contact number and email address for the applicant, owner of the property, agent and/or architect
- Construction workers business name, name, contact number and email address
- Works due to disabilities require evidence from a health professional of the disability

How we get the personal information and why we have it

The personal information we process is provided to us directly by you for one of the following reasons:

- To process the application
- To collect responses to the customer feedback questionnaire

We use the information that you have given us in order to:

- Collect the application fee
- Provide documentation to the customer
- Request further information from the customer to complete the application
- Issue completion documents
- Improve service delivery
- Re-issue decision notices and completion certificates for a set fee.

We may share this information with EMBC staff, to EMBC board members internally to relevant services within the Councils and Lincolnshire County Council. A section 80 demolition notice will be shared with appropriate authorities to notify them of a demolition, these may include but are not limited to, HSE, national grid, fire and rescue etc.

Under the General Data Protection Regulation (GDPR) article 6, the lawful bases we rely on for processing this information are:

(b) We have a contractual obligation.

(e) We need it to perform a public task.

How we store your personal information

Your information is securely stored on our IT systems.

We retain this data in line with the EMBC retention schedule. We will then dispose of your information securely.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights.

Please contact us at info@eastmidlandsbc.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [Complaints, compliments and comments \(southkesteven.gov.uk\)](https://www.southkesteven.gov.uk/complaints-compliments-and-comments)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Privacy notice Reviewed:	22 November 2021
--------------------------	------------------