

# Privacy Notice - Building Regulations & Standards



Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), which means it determines what your data is used for and why it is collected. The purpose of this privacy notice is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are

Bristol City Council, Building Regulations & Standards, City Hall, PO Box 3399, Bristol BS1 9NE  
[building.control@bristol.gov.uk](mailto:building.control@bristol.gov.uk)

## **What data we need to collect and the legal basis for processing it:**

To deliver our service we will collect your name, address, email address, and telephone number. We collect these details when you (or your agent) fill in an online form on our website, download and fill in a paper form, or send us an email. We may also receive it from a third party website that provides a transaction service. These include;

- iApply
- Submit-a Plan
- Competent Persons Scheme

We collect this data to enable us to perform our statutory duty under the Building Act 1984 and The Building Regulations 2010.

Any data collected under these regulations will not be available on our website, and any personal data collected with regard to a possible breach of regulations will not be disclosed.

If you don't allow us to use your data this will mean that we will be unable to deal with your application or process your enquiry.

## **How long we will keep your data for:**

As a building regulations applicant your name and address will form part of the statutory register, and will be held on any notices issued, and retained always.

Any email address and telephone number will be removed from our database;

- after a period of 15 years following the issue of a building regulations completion certificate,
- after a period of 2 years following the completion of an investigation of a breach of regulations,
- after a period of 12 months following the withdrawal of any building regulations application, or
- after a period of 12 months following the response to a exempt enquiry.

Any data regarding the notification of dangerous structures and demolition of buildings will be retained always.

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## Why we need to collect your data:

The information you have provided will be stored on a database and used

- To compile and maintain the statutory register and to carry out statutory duties under the Building Act 1984 and The Building Regulations 2010.
- To get in touch with you during the processing of your application or enquiry.
- To advise you of any building regulations decision.
- To undertake our annual customer satisfaction survey.

As a building regulations agent, your data is retained, so that we can let you know of any technical changes and legislation updates.

## Who we share your data with and why:

The information you have provided will be shared with other Bristol City Council departments, when undertaking statutory consultation, for example, Environmental Health and Pollution Control,

There are circumstances where there may be a statutory obligation for us to share your personal data with other relevant external consultees, for example Avon Fire Service and Wessex Water.

To carry out our statutory duty of notifying persons of intended demolition, Demolition notices issued under Section 81 of the Building Act, 1984 will be shared with statutory bodies, utility companies and owners/occupiers of adjacent buildings as appropriate.

In some cases, details of works that have started and completed on site, will be shared with the Bristol City Council Valuation & Inspection Team, and the Monitoring & Research Team. This is to estimate expected new builds, review valuation, and complete statutory housing returns.

## Your rights as a data subject:

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller.

You also have a right of complaint to the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk) if you think we have not dealt with your information in a proper manner.

You can ask to see what information we hold about you and have access to it. You can do this by contacting:

Senior Data Protection Officer  
Bristol City Council  
ICT Commissioning and Information Governance

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P O Box 3399  
BRISTOL  
BS1 9NE  
[Data.protection@bristol.gov.uk](mailto:Data.protection@bristol.gov.uk)

Other questions about the data being processed may also be sent to the above address.

## **Fraud Prevention and Detection:**

Bristol City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit

[www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection](http://www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection).

Date: May 2020