

Privacy Notice (How we use your information)

Building Control

This privacy notice is designed to help you understand how and why the Building Control team at Kirklees Council process your personal data.

We process your data for the statutory purpose of, processing Building Regulation applications to construct, extend or alter buildings; for dangerous structures to maintain public safety, demolition of buildings to ensure they are done safely, to ensure public safety at stadiums and in regulated stands and to allow the naming of new streets and the numbering and re numbering of buildings and the administration and collection of the Building Safety Levy.

The categories of information that we collect, process, hold and share include:

Personal information including name, address, organisation, phone number(s), email address, photographs/video, of your property/land, descriptions and drawings of your property and land ownership information.

Why we collect and hold this information

We use this personal data in order to allow the processing of:

- Building Regulations Applications
- Process Dangerous Structures and Demolition of Buildings
- Issuing Safety Certificates at Sports Stadiums and Regulated Stands
- Determining Naming of Street and Numbering and Re-numbering of properties
- Processing and determining charges under the Building Safety Levy

The lawful basis on which we use this information

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

- 6(1)(c) We have a legal obligation.
- 6(1)(e) We need it to perform a public task.

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- Building Act 1984 (as amended)

- Building Regulations 2010 (as amended)
- Building Safety Act 2022 (as amended)
- Building Safety Levy Regulations 2026
- Defective Premises Act 1972
- Fire Safety and Places of Sports Act 1987
- Latent Damage Act 1986
- Local Government (Miscellaneous Provisions) Act 1976
- Mines and Quarries (Tips) Act 1969
- Part Wall etc. Act 1996
- Public Health Act 1925
- Regulatory Reform (Fire Safety) Order 2005
- Safety of Sports Grounds Act 1975
- Towns Improvement Clauses Act 1847

How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives.

We keep your information for a specific time period. We will then dispose your information by deleting electronic records from the network drives or anonymising the information to remove personal information. Paper records are safely disposed of as confidential waste.

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|-------------------------------------|----------|
| • Building Regulations Applications | 30 Years |
| • Dangerous Structures | 30 Years |
| • Demolitions | 30 Years |
| • Safety at Sports Grounds | 30 Years |
| • Street Naming and Numbering | 30 Years |
| • Building Safety Levy Information | 30 Years |

Who we may share your information with

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- Building Safety Regulator
- Counter Terrorism Security Advisor
- Environment Agency
- Health and Safety Executive

- Heart Medical
- Ministry of Housing, Communities and Local Government of the United Kingdom
- Northern Gas
- Royal Mail Group Limited
- Security Industry Authority
- Sports Ground Safety Authority
- Streetwise Traffic Management
- Valuation Office Agency
- West Yorkshire Fire and Rescue Service
- West Yorkshire Police
- Yorkshire Ambulance Service
- Yorkshire Water Ltd
- Other services within Kirklees Council;

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on Kirklees Council's [Data protection rights](#) page.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Data.protection@kirklees.gov.uk if you wish to make a request.

Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact: building.control@kirklees.gov.uk

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ["Contact us" page on their website](#), or by ringing 0303 123 1113.