

Planning Building Standards and Property Privacy Notice

Data Controller

Inverclyde Council will act as the 'Data Controller' in regard to the personal data you provide to us. The 'Data Controller' is based at Inverclyde Council, Information Governance, Municipal Buildings, Clyde Square, GREENOCK, PA15 1LY.

Data Protection Officer

If you would like to contact our Data Protection Officer about a data protection matter, please contact the Information Governance Team using the contact details for the Council set out above or by email at dataprotection@inverclyde.gov.uk.

What information do we need?

Unless specifically agreed with you, we will only collect personal data about you which does not include any special categories of personal information about you. The information will however include details such as your name, telephone number, email address and home and/or business address.

Why we need this information?

Your personal information will be used for the processing of planning applications, planning enforcement issues, preparing the Local Development Plan and other planning documents, processing building warrant applications, the rental of Council owned commercial properties, and small business grant application and awards.

The Council need to know this personal data in order to provide you with the services the Council provide. If you do not provide this information then the Council will be unable to provide those services to you. The Council will not collect any personal data from you that isn't needed for delivery of those services.

The Legal basis for using your information

The Council provide these services to you as part of our statutory function as your local authority. You can find more details of our role on the council's website www.inverclyde.gov.uk Processing your personal information is necessary for (i) the performance of a contract in relation to commercial property tenancy and the undertaking of works for which small business grant has been awarded.; and (ii) compliance with our legal obligations under the Town and Country Planning (Scotland) Act 1972, Town and Country Planning (Scotland) Act 1997, Building (Scotland) Act 1959 and Building (Scotland) Act 2003.

If you fail to provide the information required, Inverclyde Council may not be in a position to accept the application or representation as competent. This means your application/representation cannot be processed. Where you provide the Council with more sensitive personal information about you we will process this information for reasons of substantial public interest as set out in the Data Protection Act 2018.

What we will do with your information?

All of the information we collect from you will be processed by staff in the United Kingdom.

Your information will be shared with the recipients or categories of recipients listed below:

- Some information will be shared with the public via public registers
- Directorate of Planning & Environmental Appeals
- Other Council services which are consulted in respect of planning, building standards and property matters: Roads Service, Finance Service, Legal Service, Environmental Health and Protection, Business Development and Procurement.

In general the Council does not transfer personal data outside either the UK or the European Union and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EU when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

How long will we keep your information?

The Council maintains a Policy for the Retention and Disposal of Documents and Records Paper and Electronic which sets out how long we hold different types of information for. This is available on the Council's website at <https://www.inverclyde.gov.uk/law-and-licensing/freedom-of-information> or you can request a hard copy from the contact address previously stated above.

Your Rights

When you provide information to the Council, you will have the following rights:

- To withdraw consent at any time, where the legal basis specified above is consent
- To request access to your personal data
- To object, where the Legal Basis specified above is: i) public task or ii) legitimate interests
- To data portability, where the Legal basis specified above is i) consent or ii) performance of a contract
- To request rectification or erasure of your personal data, as so far as the legislation permits
- To restrict processing in certain circumstances, for example if the information is not accurate

Complaints

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner who can be contacted as follows:

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

Phone 08456 30 60 60 or visit the Information Commissioner's Office's website [Information Commissioner's Office \(ICO\)](#)

However, you should raise the issue with the Council's Data Protection Officer first.

Automated Decision Making

We will not use your data for any automated decision making.

For more details on how the Council processes your personal information visit <https://www.inverclyde.gov.uk/privacy>. If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.

More information:

For more details on how the Council processes your personal information visit [Privacy – Inverclyde Council](#)

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