

Privacy Notice for Building Control

Aylesbury Vale District Council (AVDC) is the controller for the personal information we use about you. We are committed to protecting your privacy when you use our services. The law requires us to give you a Privacy Notice which gives you details about how we use and protect your information.

Our contact details are:

The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire, HP19 8FF. Telephone: 01296 585858

Our Data Protection Officer is Ms Kate Mulhearn. She can be contacted on jbining@aylesburyvaledc.gov.uk or telephone 01296 585495.

What information do we have about you:

We can hold the following information

- Details such as name, address, date of birth, email address and telephone numbers.
- Details of any Agent, Contractor, Architect or any other third party relating to your application that you have supplied as part of your application
- Detailed structural drawings regarding your property
- Financial information relating to the cost of the project

Why are we using your information?

We need your information so that we can

- Process your application in relation to Building Control matters in accordance with appropriate legislation
- Ensure that our database is accurate for the purpose of providing inspection certificates
- Ensure the correct billing
- Contact you regarding your application or any subsequent inspections
- Provide this information to third parties for the purpose of consultee comments. For example The local Fire Services

We can use your information because we need it to provide you with a service we are required to provide as a local authority.

This information is only used for the reasons above but if we need to use it for any other reason we will normally tell you.

We may share your information with

We may share information provided with other bodies responsible for auditing or administering public funds, and in relation to safeguarding purposes or in connection with the prevention of crime, criminal or legal investigations or proceedings including fraud (and the National Fraud Initiative) or regulatory functions.

- A nominated third party or personal representative, following authority from you to do so.
- Any of parties listed on receipt of a copy of a Financial Power of Attorney.

Last updated 11.12.19

Automated Decision Making

We do not carry out any automated decision making.

Your rights

You have legal rights over your information. For details of those rights, how long we keep your information, how we keep it safe and other details about how we deal with your personal information please see our main [Privacy Notice page](#)

If you have any concerns and/or complaints you may write to Jackie Binning, Data Governance Manager, on email jbinning@aylesburyvaledc.gov.uk or telephone 01296 585495.

Last updated: 11.12.19