

## How your personal Information is used by Building Standards.

Here at Midlothian Council, we take your privacy seriously. Under the Data Protection Act 2018, you have a right to know how we collect, use and share your personal data.

This privacy notice explains the information we need in order to carry out the verification, enforcement and public safety role. This activity is part of the Building Standards service provided by Midlothian Council. [More information about the Communities and Economy Service privacy notice.](#)

### Our Privacy Promise

**We promise to collect, process, store and share your data safely and securely.**

#### What lets us collect your information?

If we work with you we will be acting under some, or all, of the legislation noted below:

- Building (Scotland) Act 2003
- Civic Government (Scotland) Act 1982
- Licencing (Scotland) Act 2005

#### What kinds of personal data do we collect?

The personal data we collect might include your **name, address, telephone number, email address, or other information that identifies you.**

#### How do we collect your personal data?

We collect your personal data in many different ways. You might give us your personal data yourself, by entering your information in a form on the Council website or by contacting a Council officer in person, in writing or over the phone. We might also receive your personal data from other agencies or local authorities. If we share information regularly with another organisation, the conditions for sharing your personal data are set out in an Information Sharing Agreement.

#### How do we use your personal data?

Your personal data will be used to enable Building Standards to deliver its main functions. These functions include:

- Assessment and approval of building warrant applications and acceptance of completion certificates.
- Investigation and enforcement in relation to dangerous buildings.
- Inspection and enforcement in relation to unauthorised works.
- Inspection and advice to the Licensing Board in relation to the suitability of premises.
- Inspection and approval of temporary raised structures.

- Safety at Sports Grounds.
- Property Enquiry service including a search and copy document service.

Where necessary, Building Standards will publish your personal information (**name and address only**) on the [Building Standards Register](#).

### **Why do we publish your personal data?**

Section 24 of the Building (Scotland) Act 2003 requires local authorities to keep a Building Standards Register for the geographical area of the authority. It consists of two parts, Part I containing data with Part II containing documents. Part I of the register is electronic, must be available on a website and be kept permanently. The information to be contained on the Building Standards Register is set out in The Building (Procedure) (Scotland) Regulations 2004.

### **With whom do we share your personal data?**

We do not share your data with anyone.

### **How long do we keep your personal data?**

Your personal data is kept in line with Midlothian Council's Retention Schedule. The retention schedule sets out the kinds of information the Council creates and uses, how long it should be kept, and what should be done with it at the end of its 'life'. [Our retention schedule](#)

### **Further Information**

[Find out more about Midlothian's privacy policy.](#)

You can also find out more about how we use your information to detect and prevent fraud or crime, information collected through our website, recorded telephone calls, CCTV, the rights you have under the Data Protection Act, and how to contact us by referring to the overarching [Midlothian Privacy Notice](#).