

Privacy Notice

Details of what information we collect from you, what we do with it and who it might be shared with.

Information Collected

We'll be asking you for your name, address of the building and details of the works. You have the option to also tell us your email address and give a contact telephone number.

Why We Collect This Information

Arun District Council have a duty under the Building Act 1984 to keep records of all applications for building works that fall under the Building Regulations 2010 (as amended). This record must include the name of the person who made the application or has an application made on their behalf.

You have the option to give us a contact telephone number and/or email address so we can contact you more quickly if we have any queries about your application. You don't have to give these – we're still able to consider your application without them.

Who We Might Share Your Information With

Information will be recorded onto the joint Planning and Building Control data base and Document Management system which may be accessed by staff working in these departments.

We may share your application with other departments within Arun District Council including Engineering, Revenues, Accountancy, Land Charges, Elections, our Legal Team or the team who manage the National Land and Property Gazetteer. Outside of Arun we may share your application with West Sussex Fire and Rescue, West Sussex County Council, the Health and Safety Executive, the Highways Authority, Southern Water, Portsmouth Water, British Gas Transco, Southern Electricity, British Telecom, EDF Energy.

If we have a need to check any electrical installations we may pass your details to Leaves Capricorn who are contracted to undertake Part P Electrical Inspections on behalf of Arun District Council. Leaves Capricorn will not pass your personal information on to any other party or use it for any other purpose. Please note that once they have completed their contractual arrangement with Building Control they will delete your data.

Customer satisfaction surveys are undertaken from time to time to ensure that we are meeting our customer's expectations and to enable us to review what we could do better. Your contact information will only be used in connection with your experience of the Council's services and will not be used for marketing purposes. If you do not wish to proceed with the survey then you are free to decline.

On occasion, Arun District Council may outsource the processing of planning applications to third parties, contractors or consultants. If this is done they will be obliged to comply with our data protection policies and will not be able to use your information for any other purpose than processing the request on our behalf. They will not use or pass on your information for any other purpose.

What We Do With Your Information

We use your information to administer your application and to ensure your works are carried out safely and within the law.

How Long We Keep Your Information

All information submitted as part of an application and the outcome are kept indefinitely as they form part of the history relating to the property.

Your Rights

You do have some legal rights in respect of the personal information we collect from you. Please see our website for further details (www.arun.gov.uk/terms-and-conditions). If you have a concern about the way we are collecting or using your personal data you should raise your concern with us in the first instance.

Our Group Head of Council Advice & Monitoring Officer, Liz Futcher, has been appointed as Arun's Data Protection Officer. Liz can be reached by telephone on 01903 737610 or email: liz.futcher@arun.gov.uk.