

# Land Charges Privacy Notice

The Land Charges team is part of Pembrokeshire County Council. This privacy policy sets out how Land Charges uses your personal information.

## 1. What information we use:

- personal information (such as name, residential address, email address and telephone number)
- any information relating to your land charges application, request for services from us

## 2. Why we collect and use this information:

We collect and use this information in order to:

- carry out a Land Charges Search (completion of forms)
- enable us to contact you about Search enquiries, entries or Personal Searches
- enable us to contact other departments or Councils or Statutory Bodies about matters affecting the land the subject of the Searches being made
- Administration of the Local Land Charges Register and Search Services.

We will collect and use this information under Article 6 (1)(b) [performance of a contract] or article 6 (1) (e) [exercise of official authority] of the General Data Protection Regulation.

We will collect and use this information because you have requested us to carry out a Local Land Charges Search or to complete Con 29 Enquiries of Local Authority or to facilitate a personal search being made of the registers we hold. If you do not want us to collect and use this information you should tell us but we will be unable to perform the Service for you.

## 3. How we collect information from you:

The information that you provide will be processed according to the General Data Protection Regulation 2016, You may provide this information to us when asking us to carry out Searches for you, Third parties may provide this information to us who you use to carry out search services on your behalf.

In some cases other Council Departments or Councils or Statutory Bodies will share information with us as part of statutory function as a registration authority and we may share information with them for the same reason.

Internal Services within PCC e.g Planning, Building Control Environmental Health and Housing, Highways may pass us information where it is necessary for us to carry out our Land Charges functions. For instance having copies of grant applications for financial assistance which must be registered as a Local Land Charge or documents with address information in them containing entries for registration on the Local Land Charges Register.

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud or auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information may be shared with other internal departments within Pembrokeshire County Council and with The Auditor General for Wales.

We will not make any disclosures to third parties for marketing.

Your data will be secure and confidential at all times and we will only collect the personal information that is required to provide you with our service.

## 4. How long do we keep hold of your information:

We will hold your data for such periods as may be necessary to deal with and administer searches or Local Authority Enquiries on Con 29 and to deal with registration of local land charges in the appropriate

registers. We will not hold your data for longer than is necessary to comply with these functions. Our Data Retention Policy can be viewed on our website at [www.pembrokeshire.gov.uk](http://www.pembrokeshire.gov.uk).

## 5. Your Rights.

Under the General Data Protection Regulation 2016, you have rights as an individual which you can exercise in relation to the information we hold about you, not all rights will apply it will depend on the legal basis for processing your data.

- The right to be **Informed** – Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR
- The right of **Access** – you are entitled to request access to and a copy of, information we hold about you
- The right to **Rectification** – you have the right to ask to have your information corrected.
- The right to **Erasure** – this is not an absolute right and will depend on the reason for processing your personal information
- The right to **Data Portability** – This only applies to data processing that is carried out by automated means
- The right to **Restrict** processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **Object** – this is not an absolute right and will depend on the reason for processing your personal information.

## 6. Complaints or Queries.

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer  
Pembrokeshire County Council  
County Hall  
Haverfordwest  
SA61 1TP

Email: [dataprotection@pembrokeshire.gov.uk](mailto:dataprotection@pembrokeshire.gov.uk)

Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Email [case.worker@ico.org.uk](mailto:case.worker@ico.org.uk) Telephone No: 0303 123 1113