

# Privacy Notice – Building Standards - Applications

## Information held about you

### Building Warrant / Completion Certificate / Letter of Comfort / Copy Documents

West Lothian Council will collect personal information about you and other parties involved in the above processes to allow us to process these applications. This information will be the information provided on the application form.

On occasion we also require evidence of professional or technical qualifications and; if claiming a fee exemption, relevant information from a health professional to support your application.

## Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

## How will we use information we hold about you?

The information provided will be used to:

- process and determine your building warrant application,
- process and determine your completion certificate submission,
- process and determine your letter of comfort application and
- process and determine your copy documents application.

## Who we will share your information with?

The council has a statutory duty to keep a building standards register available for public inspection. This register holds information on building warrant applications and completion certificate submissions.

The register is property based and holds the name of applicants and agents for submissions.

In order to determine applications it can be necessary to share information with:

- Fire Authority,
- West Lothian Council Planning,
- West Lothian Council Environmental Health,
- Scottish Environment Protection Agency (SEPA),
- Council Tax Valuation Assessor,
- Historic Scotland,
- Access Panel,

- Local Authority Building Standards Scotland,
- South East Scotland Building Standards Consortia,
- 3rd party consultants appointed to carry out reviews of engineering reports
- Care Inspectorate and
- Scottish Government.

## How long do we keep your records?

Legislation requires West Lothian Council to keep a Building Standards Register for the geographical area of the authority.

It consists of two parts:

Part 1 contains data, is electronic, must be available on a web-site and is kept permanently.

- It contains details of any certificates from approved certifiers of design or construction submitted with warrants and completion certificates, any conditions relating to grants of warrants, any enforcement notices when issued, altered or withdrawn and any continuing requirements imposed by warrant.

Part 2 contains documents and is to be kept for 25 years normally but subject to the following.

Details of complex buildings, drainage layouts, contaminated land treatments or records of sites requiring special foundations should be kept, ideally until the building is demolished but at least for 50 years after completion submission acceptance. The description 'complex' is intended to cover both occupancy and construction method.

The local authority archivist and the building standards manager will agree which records are to be disposed of after 25 years, 50 years or at a later date as agreed.

- This part contains copies of warrants and completion certificates, including certificates from approved certifiers of design and construction, the principal drawings and specifications, any other documents submitted by verifiers for registration in connection with particular projects, any copies of energy performance certificates and any statement of sustainability (new buildings only), any copies of fire safety design summaries (new and converted non-domestic buildings only)

## Further information and your rights

If you have any questions or concerns about how your information is used, please contact the Building Standards Manager. You can also contact the **Data Protection Officer**, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.

email: [DataProtectionOfficer@westlothian.gov.uk](mailto:DataProtectionOfficer@westlothian.gov.uk)

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

To request your records, you will need to put your request in writing to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email: [customer.service@westlothian.gov.uk](mailto:customer.service@westlothian.gov.uk)

More information about data protection and how it applies to you, including how to complain about how your information is being used, is available from the [Information Commissioner's Office](#) .