

Hull City Council Land Charges

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

Why we collect and use this information

We collect and use this information in order to:

- carry out a land charges search (completion of, CON29 and CON290 (collectively called searches)
- enable us to contact you about search enquiries or entries
- 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

The lawful basis on which we collect and use this information

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. 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.

If we need to make a registration in the local land charges register (in this case we will not require your consent to collect and use this information because we have a proper legal basis for doing so).

How we collect information from you

- 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 for example planning, building control environmental health and housing, highways at Hull City Council 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.

Safeguarding 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.

Sharing your Information

We share information with:

- Hull City Council departments who assist with the administration of local authority searches

What rights you have

You have –

- a 'Right of Access' to see the information we hold about you
- a 'Right to Rectification' where you believe information we hold about you is incorrect or incomplete
- a 'Right to Restrict processing' and a 'Right to object' to processing where certain circumstances apply

To exercise these rights you need to contact us as detailed below. For rectification, restriction or objection you need to provide the reasons for your request. Your personal information is not processed for individual automated decision making, or used for profiling of individuals for marketing purposes

Questions, complaints and comments

More details about how Hull City Council uses personal information can be found on The Hull City Council website. Information security breaches should be reported to us either by telephone on 01482 300300 or email at information@hullcc.gov.uk

As a public authority we are required to have a Data Protection Officer. You may contact them for more information or with any concerns about how your personal information is being used –

Hull City Council, Data Protection Officer, Room 11 The Guildhall, HULL, HU1 2AA
information@hullcc.gov.uk

If you are not happy with the outcome of a complaint you have the right to complain to the regulator.

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Make an online enquiry - <https://ico.org.uk/global/contact-us/email>