**LOCAL LAND CHARGES PRIVACY POLICY**

This policy provides details of how the Council’s local land charges service collects and uses your personal details.

**What are local land charges?**

A local land charge is a restriction on a piece of land or property. It can limit its use or be binding on successive owners.  It provides prospective purchasers with information about the property. This includes:

* Planning and highway agreements (statutory)
* conservation areas
* tree preservation orders
* conditional planning permissions
* financial charges
* miscellaneous charges
* listed buildings
* light obstructions notices.

 **What information do we collect?**

The local land charges service collects and holds minimal personal data

1. Search agents

The service may collect some or all of the following information about an individual, where that individual applies for a local authority search:

* personal name and address details
* business, company or organisation name and address details
1. Statutory agreements

The following information will be held on the statutory local land charges register:

* personal name and address held within statutory agreements, such as planning or highway agreements, which are required to be recorded in the public register.

**Who uses this information?**

Generally, only local land charges officers use applicant information. It is very occasionally used by relevant council departments where it is legal to do so.

Information held on the statutory public register is available to any person.

**Why do we use this information?**

We use applicants’ information to respond to requests for local property searches.

**Who are we likely to share this information with?**

1. Search agents

We only share the information we have collected about you where it is necessary, lawful, and fair to do so with other Council departments

1. Statutory agreements

We will share information that we have collected from statutory agreements with search agents and firms of Solicitors to be provided to their client.

**How do we keep this information secure?**

Your information is stored securely on a database with stringent access and use policies. We also undertake checks and monitoring to ensure the information we hold is accurate at the time and being used appropriately.

Some paper-based records are stored securely for search applications for a limited amount of time.

**How long do we keep this information?**

We have a record retention schedule which details how long we keep different types of records and what we do with them when we no longer need them. Search requests are kept for six years and are then securely destroyed.

**We rely upon the following legal bases to process your personal data:**

According to the General Data Protection Regulations (UK GDPR) Article 6(1)(c) and the Data Protection Act 2018, we must have a reason to collect and use your information.

This will be:

* Necessary for compliance with a “clear and precise” legal obligation
* Necessary for performance of public interest task in exercise of official legal duty

**Your Rights**

Under the Data Protection Act 2018 and the UK General Data Protection Regulations you have the following rights:

* The right of access to you own personal data.
* The right to request rectification or deletion of your personal data.
* The right to object to the processing of your personal data.
* The right to request a copy of the information you provide us in machine-readable format.
* The right to withdraw your consent to any processing that is solely reliant upon your consent.

Should you wish to exercise any of your rights, you should contact the Data Protection Officer Nayana George at IGTeam@reading.gov.uk.

**Your right to complain**

If you wish to complain about the way that your personal data has been handled by Reading Borough Council, you should write to the Data Protection Officer and clearly outline your case. Your complaint will then be investigated in accordance with the Council’s complaints procedure. You can email IGTeam@reading.gov.uk.

If you remain dissatisfied with the way your personal data has been handled, you have the right to complain to the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk) or in writing to:

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Email: icocasework@ico.org.uk