

Privacy Notice: Local Land Charges Register

Portsmouth City Council is a registered Data Controller (Registration Number **Z5578313**)

Portsmouth City Council tries to meet the highest standards when collecting and using personal information in accordance with data protection law.

This privacy notice tells you about how Portsmouth City Council collects and uses personal information. It applies to information we collect about: **Land Charges**

What information do we collect?

We collect Land Charges information from internal departments to use to maintain our Land Charges Register which is a statutory requirement.

We process the following types of information:

Details for Community Infrastructure Levy, Grants including Disabled Facilities Grants, Works In Default, Planning Applications and Planning Agreements.

Why do we collect your information?

Portsmouth City Council uses personal information to carry out its statutory function regarding Land Charges.

How we use your information:

Portsmouth City Council uses personal information to update and maintain the Land Charges Register. The types of information above are passed to the Land Charges Team to add to the Land Charges Register once they are processed from within their own Department.

How do we keep personal information secure?

The information is kept securely on the Land Charges Register which is controlled by Portsmouth City Council. Access to edit the Register is limited to Land Charges staff who are trained prior to access.

How long do we keep hold of personal information?

Information is kept on the Register as long as it remains current concerning the Property. When charges are no longer current, they are removed from the Register.

Access to personal information:

Requests for information may be made via the FOI Team and Data Protection Officer.

Access to CCTV images:

Not applicable.

Sharing or disclosing personal information:

Portsmouth City Council has entered into a project with H M Land Registry to transfer responsibility for Land Charges from local government to H M Land Registry. This is in accordance with the Infrastructure Act 2015. During the initial stage of the project, (Pre-Migration) an extract (copy) of the Land Charges Register will be provided via a secure server transfer to H M Land Registry. A further notification will be made when Migration commences.

Complaints or queries

If you have a complaint or query, in the first instance please email the Land Charges inbox Land.Charges@portsmouthcc.gov.uk

If you require independent advice about data protection/privacy/information sharing please contact the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 (if you prefer to use a national rate number).

Changes to this privacy notice

There have been no previous editions of this privacy notice.

How to contact us

If you want to request details of our privacy policy and how we collect and use personal information, you can contact DataProtection@portsmouthcc.gov.uk