

Privacy Notice for Land Charges

The Land Charges team is part of Thanet District Council (TDC). This privacy policy sets out how Land Charges uses your personal information.

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 LLC1, CON29 and CON290 (collectively called Searches) prepare Land Charge Registrations for inspection by Personal Searchers.
- 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.

The lawful basis on which we collect and use this information

Thanet District Council will only process and share your personal information in order to carry out official searches of the Local Land Charges register to inform buyers of any obligations or restrictions on the property to which the search relates, as required under the Local Land Charges Act 1975. The information collected, will be securely stored and may include your name, address, email address, telephone number and financial information where required.

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 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 TDC or our Partner Authorities e.g Planning, Building Control Environmental Health and Housing, Highways at Kent County 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 retain any personal information relating to your search request for 15 years, following completion of the search. After this time, your personal data will be deleted from our records and any paper documents will be shredded.

Sharing your information

We share information with

- Solicitors who request a search or copy documents
- Members of the public who request a search
- Personal search organisations
- Other TDC departments who assist with the administration of local authority searches
- Kent County Council as highways authority

Requesting access to your personal data and your other rights

Under data protection legislation, you have the right to request access to the information that we hold about you. To make a request for some of all of your personal information please contact the Council's Data Protection Officer at dataprotection@thanet.gov.uk or you can write to him at Thanet District Council Cecil Street, Margate CT9 1XZ

You also have the right to:

- in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- data portability

Your rights The Data Protection Act 2018 in conjunction with the General Data Protection Regulation (GDPR) grants you a number of other rights. These include the right to rectify errors in your records, the right to withdraw consent given to process your data, and the right to object to the use of your data.

You have the right to be told if we have made a mistake whilst processing your data and we will self-report breaches to the Information Commissioner.

For more information on your rights, how we process your personal information and how to make a subject access request, please visit <https://www.thanet.gov.uk/privacy-statement/>

This is also available in other formats (e.g. print)

Complaints

If you wish to complain about how we are processing your personal information please contact:

The Data Protection Officer
Thanet District Council
Cecil Street,
Margate CT9 1XZ

Email: dataprotection@thanet.gov.uk Tel: 01843 577000

You also have the right to complain to the Information Commissioner's Office, at:

The Information Commissioner,
Wycliffe House, Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

Phone: 0303 123 1113 or 01625 545745 Website: www.ico.org.uk