

### **Use of your personal data**

In order to satisfy our Building Control duties we (Woking Borough Council) need to collect your personal data. If you choose not to provide your personal data we may not be able to process your application or enquiry.

We will use your personal data to register your application to carry out building works, to notify the Council of functions relating to the Building Act 1984, to process any general enquiries and to keep our records up to date. We will not use it for any other purposes unless the law allows us to do so.

Your personal data might also be accessible by Idox Software, who provide the software on which personal data relating to Building Control is stored.

Documents relating to Building Control, which may contain your personal data may be held permanently. You can ask us to access or to rectify the personal data we have about you by contacting us.

More information on how we collect and use your personal data and the control you have over it is available on our website:

[woking.gov.uk/dataprotection](http://woking.gov.uk/dataprotection)

You can also find out more by contacting our Data Protection Officer:

dataprotectionofficer@woking.gov.uk  
01483 755855