

Privacy Notice

Spelthorne Building Control feedback form

Spelthorne Borough Council would like to collect your data and consultation responses in order to consult on a change in the governance arrangements of the Council.

In order to comply with the Data Protection Act and General Data Protection Regulations, Spelthorne Borough Council must provide you with the following information about the personal data you give to us:

- our legal basis for processing your personal data is under public task
- the feedback form has been designed to be anonymous and hide all identifiable information on your survey such as name, emails, IP address and country
- the Council will use the data collected to improve the service provided by Spelthorne Borough Council's Building Control team
- your information will be stored on the Council's consultation system. The Council uses <https://app.smartsurvey.co.uk/> which is a web-based consultation application, based in the UK
- the information will not be passed on to any other third parties, or transferred out of the UK
- the council will retain the responses for a maximum of 6 years from the date the information was collected. This is detailed in the Council's retention policy found at [Spelthorne retention schedules](#)
- the Council will retain responses sent via email and post for a maximum of 6 years to retain the integrity of the data used in the formulation of the relevant policies / strategies

If you have any concerns or queries about how we collect your data, please contact Spelthorne Borough Council's Data Protection Officer at data.protection@spelthorne.gov.uk

For further information about how the Council uses your personal data, including your rights as a data subject, please see [exercising your data protection rights on the Council's website](#).