



Privacy Notice Building Standards – Applications

Introduction

The Orkney Islands Council - Building Standards function is appointed by Scottish Ministers to provide the Building Standards verification service for our geographical area. The main purpose of the verification service is to protect the public interest by providing an independent check of applications for building warrants and completion certificate submissions. Applications can be made online via the eBuilding Standards portal or in paper format.

Legal obligation

The legislative framework covering verification services include The Building(Scotland) Act 2003, The Building (Procedure) (Scotland) Regulations 2004 and The Building (Forms) (Scotland) Regulations 2005. These statutes determine the level of personal information required when submitting an application, how that information will be processed, shared and retained. Generally, the personal information required includes name, address, email address and telephone number.

Consultation

In processing your application there may be a need to engage with internal and external consultees e.g. Planning, Environmental Health, Licensing, Scottish Fire and Rescue Service, and The Scottish Environmental Protection Agency. Should formal consultation progress, personal information previously described may be shared.

Building Standards Register

The local authority is also responsible for maintaining a Building Standards Register, the building standards register consists of two parts;

Part 1 - should contain details of any certificates from approved certifiers of design or construction submitted with warrants and completion certificates, any conditions relating to grants of warrants, any enforcement notices when issued, altered or withdrawn and any continuing requirements imposed by warrant. Part 1 is in

electronic format, contains personal information including applicant/agent/owner name and address, and is maintained by the local authority for all time.

Part 2 - consists of copy building warrants, copy completion certificates, copies of any certificates from approved certifiers submitted in support of building warrants or completion certificates, principal drawings and specifications, and all other documents submitted to the local authority for registration in the building standards register. Part 2 documents are retained for 25 years, or for complex applications 50 years, or until the building is demolished. Part 2 documents, not restricted by regulation are available to view, on request, at the council offices.

National Customer Satisfaction Survey

The Scottish Government (Building Standards Division) undertakes a national customer satisfaction survey for building standards. Where provided we will share your email address with Scottish Government and you may be invited to participate in the survey by email. If contacted, you may opt in to complete it or choose to unsubscribe from any reminder emails.

Further information

For more information about how we process information, please contact us or visit <http://www.orkney.gov.uk/Online-Services/privacy.htm>.