**Land Charges – Privacy Notice**

 **The reasons why we process your data:**

* Process Local Land Charges search request
* Maintain and update Local Land Charges register

**How we collect your data:**

* Email

**The lawful basis for processing your data:**

* Public Task

**The type of personal data we process:**

* Name
* Address
* Email Address
* Telephone number

**Special (Sensitive) category data:**

Non-applicable

**Lawful Basis for Processing Special Categories of Personal Data:**

Non-applicable

**Processing of personal data relating to criminal convictions and offences:**

Non-applicable

**Sharing your data:**

* Capita (as data processor)
* Other council departments

**Automated decision making :**

Non-Applicable

**How long we keep your data:**

6 years for land charges searches

The Land Charges Register is retained permanently