

Privacy Notice

Network Information and Compliance



North Yorkshire
County Council

This Privacy Notice is designed to help you understand how and why the Network Information and Compliance team processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

Who are we?

North Yorkshire County Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). The Network Information and Compliance team comprise of 3 sections, Permitting, Compliance and Information. They maintain the registers of registerable works, of common land and of village greens. In addition they are responsible for relevant inspections in relation to works and responses to enquiries in relation to highway searches, village greens and common land.

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
infogov@northyorks.gov.uk or 01609 53 2526

What personal information do we collect?

In relation to the works register and inspections no personal data other than business related contact details are collected.

In relation to enquiries for highway searches:

- Name
- Address
- Contact details (email and telephone numbers)

In relation to Common Land and Village Green enquiries and recording of entries on the relevant registers:

- Name
- Address

- Contact details (email and telephone numbers)
- Legislation also requires the receipt and holding and making public documentation including conveyancing materials and wills which will contain other personal information.

Why do we collect your personal information?

For Compliance and Permitting there is no personal information collected and use is made of the adopted national communications system – EtoN (Electronic Transfer of Notices). All activities in relation to these task are in accordance with the Highways Act 1980 and New Roads and Street Works Act 1991 (NRSWA).

For maintenance of the registers and to enable response to enquiries in relation to Highway Searches, Village Greens and Common Land there are statutory and legal requirements to collect, hold and make public personal information and related documentation. The legislation relevant is:

- Commons Act 2006
- Commons Registration (England) Regulations 2014
- Highway Act 1980

Who do we share this information with?

Activities not covered by Corporate or Directorate Privacy Notices include:

- Section 50 and Section 171 are public in a redacted form.
- Highway Searches – eg CON29 enquiries are shared with District Councils, external legal representatives as required by legislation.
- Common Land and Village Green registers are publicly accessible (legal requirement).

How long do we keep your information for?

Data held	Retention period
Register of Works	Permanent
Utility Works Section 50 Apparatus Licences to place private apparatus	Permanent
Section 171 Licences	Permanent
County Searches Information	7 years
Register of Common land and village greens	Permanent

What is our lawful basis for processing your information?

Where you have supplied us with and we have recorded personal details as part of Network Information and Compliance service or an enquiry the processing will be based upon the Legal Obligation (Article 6c) and Public Task (Article 6e) lawful bases.

For More information about how the County Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).