Our core data protection obligations and commitments are set out in the council’s Primary Privacy Notice and on our website at Data Protection legislation.

**Service Name:** Local Land Charges

Our core data protection obligations and commitments are set out in the Council’s primary privacy notice available at https://www.salford.gov.uk/gdpr

This notice provides additional privacy information as regards the local land charges services for:-

- Carrying out official local searches
- Searching the local land charges register

**Purpose(s)**

We collect your personal information in order to carry out local searches which form part of the conveyancing process when property buying.

**Categories of Personal Data**

In order to carry out these purposes we collect and obtain your name, email address and telephone number.

**Legal basis for processing**

To carry out local searches under the Local Land Charges Act 1975 to inform potential buyers whether there are any obligations or restrictions on the property.

**Information sharing/recipients**

We may share personal information with internal departments to enable the processing of searches.

**Automated Decisions**

For Local Land Charges Services, all decisions made regarding processing of searches are made with human intervention.

**Data retention/criteria**

We will retain search request information for seven years in accordance with statuatory/business requirements. Requests are then disposed of securely.

**Your rights**

If you wish to exercise any of your rights including where you are seeking a copy of your personal information, please submit your request to infogovernance@salford.gov.uk

or by post to:-

Salford City Council,
Information Governance Team
How to raise a concern

If you wish to raise a concern about the council’s handling of your personal information, please contact our Data Protection Officer at infogovernance@salford.gov.uk.

Whether you are exercising your rights or raising a concern, you will normally need to include documents that prove your identity as well as a clear and precise description of your request/concern.

We will process requests in accordance with the legislative framework and statutory timescales and inform you should an extension of time be necessary.

Complaints

If you are not satisfied with the way we have answered a request from you or handled your personal information, you have the right to make a complaint to the Information Commissioner who may be contacted at https://ico.org.uk/

This right is not dependant on you raising a complaint with us first but we would encourage

Updates

We may update or revise this Privacy Notice at any time but the most up to date version will always be provided on this web page.