

# London Borough of Camden

## Local Land Charges Privacy Notice

This privacy notice explains how the London Borough of Camden will use information submitted to it in carrying out its functions to update the local land charges register and to respond to local land charges requests.

If you have any questions about Camden's approach to data or privacy please contact the Data Protection Officer.

### **The name and contact details of the data controller:**

London Borough of Camden, Judd Street, London. WC1H 9JE 020 7974 4444.

### **The name and contact details of the Data Protection Officer:**

Andrew Maughan, Borough Solicitor, [dpo@camden.gov.uk](mailto:dpo@camden.gov.uk)

## **1. How we get your information**

The Council receives information relating to local land charges from service users via online forms, third-party portals, email and telephone. This information may be provided directly by individuals or submitted on their behalf by agents, solicitors or search companies. We may also receive information from individuals or organisations raising a query or complaint, or from other public bodies.

## **2. How we use your information including Personal and Special Category Data**

We will use details/information you have provided to undertake our functions. The information we use is set out below and may include personal and special category data:

- Name, address, contact details of search customers (including telephone numbers and email addresses).
- Bank details and payment information to process search requests and other fees, as well as to refund fees where appropriate
- Details about the property including the full address and a location plan.
- In a small number of circumstances individuals will provide us with "special category data" such as health or disability information or other personal information.

## **3. What we do with your information**

We use information for these purposes:

- undertaking a local land charges search on property or land.

- issuing local land charges search results.
- supplying copies of legal documents revealed on a search.
- collecting money owed for a search.
- Updating the local land charges register held by His Majesty's Land Registry (HMLR)
- responding to general enquiries, providing updates, and other matters including service improvement.

Some information provided to the Council must, in accordance with local land charges legislation, be recorded on the local land charges register maintained by HMLR. This information may be recorded as either a permanent or temporary entry, depending on the nature of the charge and the applicable legislation.

#### **4. How we share your information**

We do not sell your information to other organisations. We do not use your information for automated decision making.

We will share information with other parts of the council as necessary for the council to undertake its roles as a public authority. We will share information with HMLR in our role to update the local land charges register. We will share information with other agencies such as central government, other councils, the DWP, HMRC etc as necessary.

Except as detailed in processors below, we do not move your information beyond the UK/EU/EEA

#### **5. Retention ('how long we keep your information for')**

We process many different types of information according to our retention policy. A brief summary of how long we keep things before they are destroyed:

- the statutory local land charges register – forever
- search results – 6 years from the date of completion
- general correspondence – 4 years

#### **6. Your Data Subject Rights, Complaints and problems,**

Maintaining the local land charges register and responding to local land charges search requests is a public task/legal duty as explained in the legal basis section and so you do not need to consent to or give us permission to use your data. However, if you think we have got something wrong having read the guidance in this notice, please ask us by emailing [local.landcharges@camden.gov.uk](mailto:local.landcharges@camden.gov.uk).

You have various rights around your data such as the right to request a copy of the information we hold about you, the right to ask us to rectify, erase or restrict processing of your data, and if we are relying on consent (which we are not for this area) the right to withdraw consent at any time. There are some exemptions to these rights. Please see our website <https://www.camden.gov.uk/your-rights> and the ICO website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/exemptions/> for more information. To exercise these rights please use our web form <https://forms.camden.gov.uk/cus/servlet/ep.app?ut=X&type=84839769883&auth=100001301>

You can complain to the Information Commissioner's Office if you are unhappy with how the council has handled your personal data. You can contact the ICO at Telephone: 0303 123 1113 , live chat [www.ico.org.uk/global/contact-us/live-chat/](http://www.ico.org.uk/global/contact-us/live-chat/) or webform [www.ico.org.uk/global/contact-us/](http://www.ico.org.uk/global/contact-us/) It would be helpful if you contacted us first at [dpo@camden.gov.uk](mailto:dpo@camden.gov.uk) to see if we can resolve the problem.

**Automated decision Making and Profiling.** We are not using automated Decision Making or profiling to process your Personal Data. Note: Automated Decision Making is where a computer makes the entire decision and there is no human involvement at all. Profiling is where there is automated processing which is intended to evaluate certain personal aspects of an individual, in particular to analyse or predict their behaviours, reliability etc.

## 7. Legal Basis

For all the processing above the legal basis is:

- Personal data article 6(1)(c) legal duty and 6(1)(e) public task.
- Special category data Art 9(2) (g) Reasons of substantial public interest (with a basis in law) and the Data Protection Act 2018 Schedule 1 Part 2 condition being Para 6. Statutory and government purposes; and for legal action Art 9(2) (f) Legal claims or judicial acts
- Criminal offence data – art 6 as for personal data and Data Protection Act 2018 schedule 1 condition being the same as for special category data.

**The laws underpinning all the processing are:** Local Land Charges Act 1975 (as amended).

## 8. Review

We will keep this Privacy Notice updated as needed. It was last reviewed in May 2026.