

## Privacy Notice

This Privacy Notice explains how we use the information that we collect about you.

The Scottish Building Standards Hub (SBSH) is an independent stand-alone unit, hosted within Fife Council.

We use the personal information provided by you within your application to process your application – being either your Scottish Type Approval Scheme (STAS) application or Dispute Resolution Process application.

The personal information we gather, and use, includes name, address and contact details.

The information provided will be made available to all Scottish Local Authority Building Standards teams as appropriate to inform them of national outcomes derived from STAS and Dispute Resolution Process applications, and to allow them to contribute regionally and nationally to your Dispute Resolution Process application.

We may obtain personal information relating to your application from a third party acting on your behalf.

If we did not request and use this information, it would not be possible for us to provide you with these services delivered by us. I.e. STAS and the Dispute Resolution Process.

The SBSH, STAS and the Dispute Resolution Process are cited within 'The Scottish Building Standards Procedural Handbook 3rd Edition' produced by the Building Standards Division.

The SBSH will not keep your information for longer than is necessary. In some instances the law sets the length of time information has to be kept. The Council has a [retention schedule](#) which sets out how long we hold different types of information.

Further information on how your information is used and why can be found at [fife.gov.uk/privacy](https://fife.gov.uk/privacy).