

## **Land and Property Registration (LPS) Privacy Information Statement**

Registration, a division within the Department of Finance (DoF) Land & Property Services (LPS), is responsible for the registration of property and land in Northern Ireland.

In order to carry out its functions, Registration is required to process personal information. The type(s) of data we hold and the reason(s) we are required to process it are set out below. The Department of Finance is the data controller of the information and is committed to protecting your privacy at all times when using your personal data.

### **Purpose for processing**

We collect and process personal information to allow us to meet our legal obligations and public functions, including:

- For land and property registration purposes; and
- For corporate and administrative reasons to support the above.

### **Types of personal data**

We process information relevant to the reasons/purposes stated below. This may include:

- Name;
- Telephone numbers;
- Other personal details such as date of birth;
- Financial details;
- Business details of sole traders;
- Property details such as purchase price, date and other details;
- Correspondence addresses; and • Property address details.

We process personal information about our:

- Customers and clients;
- Suppliers and services providers;
- Advisers, consultants and other professional experts; and
- Complainants and enquirers.

### **Special categories of personal data**

Registration does not process any special categories of information.

## Lawful basis for Processing

Activity	Legal Basis
Maintenance of Land Registry	The Land Registration Act (Northern Ireland) 1970 Section 11
Allow public inspection of registration details and relevant documents in Land Registry	The Land Registration Act (Northern Ireland) 1970 Section 81 & 85A
Maintenance of Statutory Charges Register	The Land Registration Act (Northern Ireland) 1970 Section 86
Allow public inspection of registration details and relevant documents in Statutory Charges Register	The Land Registration Act (Northern Ireland) 1970 Section 86
Summons Witness to Registration Hearing	The Land Registration Act (Northern Ireland) 1970 Section 2
Maintenance of Registry of Deeds	The Registration of Deeds Act (Northern Ireland) 1970 Section 1
Allow public inspection of registration details and relevant documents in Registry of Deeds	Registration of Deeds Act (Northern Ireland) 1970 Section 13 Registration of Deeds Act (Northern Ireland) 1970 Section 15
Maintenance of Register of Ground Rent Redemptions including allowing public inspection	Ground Rents Act (Northern Ireland) 2001 Section 5 The Land Registration Act (Northern Ireland) 1970 Section 81

In the exercise of our Statutory Functions we also will process data:

- In accordance with our legitimate interests
- For the performance of tasks carried out in the public interest.

### How we obtain it

Where necessary or required we may obtain your personal information from:

- You, your representatives and/or agents;
- Application forms completed by yourself or your advisors;
- Correspondence, documents, forms and affidavits lodged by yourself, your advisors or third parties;
- The Official Receiver, Trustees in Bankruptcy, Receivers and Administrators;
- Family, associates and representatives of the person whose personal data we are processing;
- Central government;
- Local government;
- Suppliers and service providers;
- Financial organisations such as banks and building societies;
- Courts, tribunals and parties to litigation;
- Social media and other public platforms;
- Other government Departments and organisations;

- NI Water;
- Taxation authorities such as Inland Revenue and HMRC;
- The Charity Commission for Northern Ireland;
- Northern Ireland Housing Executive;
- Registered Housing Associations;
- Private landlords; and
- Land Registry Transfer Forms.

### **Who will it be shared with**

- The courts on production of a valid court order;
- NI Water for prevention of fraud purposes;
- Taxation authorities such as Inland Revenue and HMRC;
- Local Councils;
- Emergency responders;
- Police forces; and
- Other authorities (including within DoF) for the purposes of them carrying out their statutory functions.

Land Registry, Registry of Deeds, Statutory Charges and Ground Rent Redemption details are held in a public register, which can be accessed by any individual or organisation on payment of a search fee.

### **How will it be used**

We may use your information to:

- Verify land and property details and authentication of occupancy and/or ownership;
- Maintain public Land Registers which can be accessed by any individual or organisation on payment of a search fee;
- Issue notices or direct another party to serve notice on interested parties in relation to Land Registry applications;
- Issue a summons for you to attend a hearing in Land Registry;
- Analyse and publish statistics in relation to land and property, including in anonymised and/or aggregated formats; and
- Compare it against other information to help combat fraud and crime.

LPS does not disclose any information you provide to any third parties or other government departments except where:

- Such disclosures are necessary to fulfil LPS service obligations to you, in which case LPS will require such third parties to agree to treat it in accordance with this Privacy Notice;
- Required by applicable laws, courts orders, or government regulations (for example, to prevent or detect crime); or
- You give LPS permission to do so.

## **How long will we keep it**

We will only retain your data for as long as necessary to process what we need to and in line with the Department of Finance's Retention and Disposal Schedule.

Full details of the Department of Finance's role as a data controller and your rights in relation to information we hold about you can be found in [LPS's Privacy notice](#) and the main [Department of Finance Privacy Notice](#).

This document updated: March 2026