

# Privacy Notice for the Self and Custom Build Register

## **Information Held About you**

In order for Herefordshire Council to meet its legal obligations in relation to self and custom build and for us to keep you informed about opportunities for self and custom build in the county, it is necessary for us to collect and hold personal information about you. This information will include:-

- basic details about you such as address, telephone number, email address
- further optional information we ask which will help us to build a picture of the demand for self and custom build in Herefordshire.

We will only ever publish anonymised details about the entrants on the register to provide headline information about the level and type of demand on the register.

## **Who is processing my data?**

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Herefordshire Council.

## **How will we use the Information we hold about you?**

We will collect information about you (where applicable) to:-

- notify you of any new opportunities for self and custom build within Herefordshire that we are aware of
- notify you of any local initiatives in relation to self and custom build that we are aware of.

## **What is the legal basis for us to process your data?**

The legal basis for processing the data is:

- your consent, which you can withdraw at any time by notifying us
- our legal obligation under the Self and Custom Housebuilding Act 2015

## **Who we will share your information with**

We will not normally share your information with organisations other than our partner organisations without your consent; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

## **How long do we keep your records?**

We will keep your information until consent to do so is withdrawn. You have the opportunity to withdraw your consent at any time by contacting our office by email [ldf@herefordshire.gov.uk](mailto:ldf@herefordshire.gov.uk) or telephone 01432 383357. All information will be held securely and destroyed under confidential conditions.

## **Your rights**

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to the Information Governance Team, Herefordshire Council, Plough Lane, Hereford HR4 0LE or via email, [informationgovernance@herefordshire.gov.uk](mailto:informationgovernance@herefordshire.gov.uk)

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

### **Providing Accurate Information**

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

### **Further information**

If you have any questions or concerns about how your information is used, please contact Forward Planning in the first instance. You can also contact the Data Protection Officer, Carol Trachonitis, at Herefordshire Council, Plough Lane, Hereford HR4 0LE, telephone (01432) 260616, email: [informationgovernance@herefordshire.gov.uk](mailto:informationgovernance@herefordshire.gov.uk)

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>