



## **Custom and Self-Build Register: Managing Your Personal Data**

This document sets out how the Council will handle the personal information of people registered on our Custom and Self-Build Register.

### **General Data Protection Regulation**

The General Data Protection Regulation (GDPR) came into force on 25 May 2018, and provides greater transparency for people regarding what data organisations collect relating to them, and what it can be used for.

### **Fair Processing**

Carlisle City Council is committed to protecting and respecting your privacy in terms of how we collect, use, store and destroy your personal information.

We are the data controller of the personal information we will collect from you and under the General Data Protection Regulation, this fair processing notice is designed to provide you with all the information with which you have a right to be provided.

### **Why are we collecting your personal information?**

Under the terms of the *Self-Build and Custom Housebuilding Act (2015)*, the Council has a duty to provide a register for people interested in self and custom housebuilding. The Council wishes to collect and process your personal information, so that we can contact you as and when relevant information becomes available.

Should you wish to apply for a Self-Build or Custom Housebuilding grant, additional information is required to ensure your build project is financially viable; has the necessary insurance in place; and that the plot is in your ownership. The Council additionally needs to establish that the applicant does not have any outstanding debt to the Council, which would be deducted from the grant award.

### **What allows us to collect your personal information?**

In accordance with the General Data Protection Regulation, the Council needs a "lawful basis" for collecting and using your information. On the basis that you wish to register with the Custom and Self-Build scheme, the Council is able to process your personal information based on your consent if you provide this to us.

Should you apply for a Self-Build or Custom Housebuilding Grant, your data may be collected under the Council's "public task" (one of the six lawful bases for collecting information under the GDPR) to support increasing the supply of custom and self-build housing, in accordance with Chapter 2 of the Housing and Planning Act 2016, which

places a requirement on local authorities to grant sufficient 'development permissions' to meet the demand for self-build and custom house-building in their area.

### **What personal information will we collect?**

For the purposes of our standard application, the Council will collect the information requested in the Custom and Self-Build registration form. This is limited to your personal contact details and some questions to help us understand your needs.

Should you apply for a Self-Build or Custom Housebuilding Grant, the information you provide on your grant application form, together with any supporting information is required to process your grant application as follows:-

- confirm details of expenses claimed in respect of your Self-Build/ Custom Housebuilding project;
- verify ownership of the plot;
- ensure that your build project is viable and deliverable, and you have the necessary insurance in place;
- check that you do not owe any outstanding money to the Council, which would need to be deducted from any grant approval.

### **What will we do with your personal information?**

When you complete the Custom and Self-Build Register registration form, we will add your details to our register, and use them to contact you with useful information relevant to your needs. Your information will be processed by City Council staff, and the only circumstances where we would share your details with third parties would be in cases where you had explicitly provided your consent to share your details with other people on our register, who have expressed an interest in working with other self-builders.

### **How long will we keep your personal information?**

In respect of the standard application, for eligibility purposes and to maintain your details on the register to enable us to contact you, we will keep your information on a rolling annual basis, whereby we will contact you to ask you whether you wish to remain on the register. If you advise us that you do not wish to remain on the register or do not reply within an appropriate time period, we will remove your information from the register.

The following timescales will apply if you apply for a Self-Build or Custom Housebuilding grant:-

- if your grant application is approved, the Council will need to retain your personal information for up to three years (as the plot must be registered as a dwelling with Council Tax within three years of the grant being awarded).
- Alternatively, if your grant application is unsuccessful or you withdraw your application, the Council will destroy your personal information within one month of this being confirmed.

Your information, including any supporting information provided, will not be shared with anyone outside the City Council.

**Your rights are:**

- To be informed
- To access your personal information
- To have inaccurate personal information rectified
- To have personal information erased
- To restrict processing of your personal information
- To obtain and reuse your personal information for your own purpose
- To object to the processing of your personal information
- To not be subject to decisions based solely on automated means, including profiling

Should you be unhappy with the way Carlisle City Council has handled your personal information, we encourage you to let us know, in order that we can look into this for you and provide a response.

Should you then wish to lodge a complaint with the Information Commissioner's Officer (ICO) you can contact them at:

Website: <https://ico.org.uk/>

Address: Information Commissioner's Officer, Wycliffe House,  
Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: [Casework@ico.org.uk](mailto:Casework@ico.org.uk)

Telephone: 0303 123 1113

<p><b>Carlisle City Council can be contacted at:</b> Address: Civic Centre, Carlisle, Cumbria, CA3 8QG Email: <a href="mailto:customerservices@carlisle.gov.uk">customerservices@carlisle.gov.uk</a> Telephone: 01228 817200</p>	<p><b>Carlisle City Council's Data Protection Officer can be contacted at:</b> Address: Civic Centre, Carlisle, Cumbria, CA3 8QG Email: <a href="mailto:dataprotection@carlisle.gov.uk">dataprotection@carlisle.gov.uk</a> Telephone: 01228 817200</p>
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