



Privacy Notice – Property & Estate Management

Who Will Own My Data Once I Submit It?

The Property & Estate Management Team which is part of Warrington Borough Council.

Why Do You Need My Information?

The Self-build and Custom Housebuilding Act (2015) requires all local authorities in England to maintain a list of people and groups interested in building their own homes and to research the demand for self-build plots in their area. You have expressed an interest in self-build projects and have submitted your contact details to the Local Self Build Register which is managed on behalf of Warrington Borough Council by Ecomotive.

We need your information to enable the Council to meet the requirements of the Self-Build and Custom Housebuilding Act (2015), to research demand for self-build plots and the requirement to hold a register of interested parties.

What Allows You To Use My Information?

The Self-build and Custom Housebuilding Act (2015) makes it a legal requirement for the Council to maintain a register of anyone who is interested in building their own home. Therefore, holding your information on this register allows us to carry out this as part of the Council's public task.

At any point in time you may contact us and opt out of being on the register if you have changed your mind about building your own home.

Who Will My Information Be Shared With?

Your information may be shared with other relevant departments within the Council e.g. Development Control or Customer Insight Team to enable the Council to fulfil its duty to research demand for self-build plots.

Do I Have To Provide This Information And What Will Happen If I Don't?

We need to collect this information so that the Council is able to meet the requirements of the Self-build and Custom Housebuilding Act (2015). We also need to collect it so that we are able to contact people who are interested in self-build projects/ single building plots.

You can opt out of the sharing or use of this information at any time by contacting The Property & Estate Management Team either in writing at Warrington Borough Council, New Town House, Buttermarket Street, Warrington WA1 2NH or via email at propertyservices@warrington.gov.uk. The Council will ensure that any requests for opting out are promptly actioned by Ecomotive who collect and hold this data on behalf of the Council, as per the Licence Agreement, Data Processing Agreement and Data Sharing Agreement.

How Long Will You Keep This Data For And Why?

The information is held by Ecomotive for up to 3 years after it has been submitted. The data is transferred to the Council on a quarterly basis using a secure transfer method. The Council will only hold this information for as long as it is required to enable the Council to carry out this public task.

How Will My Information Be Stored?

Your information will be stored securely within a secure data centre.

What Rights Do I Have When It Comes To My Data?

Under the General Data Protection Regulation, you might have more rights about what happens with your data. As different rights apply in different situations each request will be assessed on a case by case basis.

You have the right under the Data Protection Act 1998 (General Data Protection Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To request a copy of your data or ask questions about how it is used, please look at our webpages on Requests for Information available here:-

https://www.warrington.gov.uk/info/201121/access_to_information/2352/request_for_information

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you are not satisfied with how your request has been dealt with, or if the information held about you is incorrect, you should email or write to Warrington Borough Council outlining your concerns.

If you then wish to make a complaint then please contact us using one of the methods below:

Use the [online complaints form](#)

- Email us at contact@warrington.gov.uk
- Phone us on: 01925 443322
- Write to us at: Contact Warrington, PO Box 5, New Town House, Warrington WA1 2NH
- Visit us at: Contact Warrington, 26-30, Horsemarket Street, Warrington WA1 1XL

You also have the right to complain to the Information Commissioner's Office using the following details: -

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone: 0303 123 1113
Website: www.ico.org.uk

Will This Information Be Used To Take Automated Decisions About Me?

No, this information will not be used to take any automated decisions about you.

Will My Data Be Transferred Abroad and Why?

No, your information will not be transferred abroad.