



Privacy Notice – Self Build & Custom Housebuilding Register

Who Will Be Responsible For My Data Once It Is Collected?

The Planning Policy 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.

The lawful bases the Council uses for processing your personal information are:

- Article 6 (c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations) under The Self-build and Custom Housebuilding Act (2015).
- Article 6 (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

What Type of Information Will Be Processed?

To be entered onto Part 1 of the register:

- personal identifiers and contacts (name, , contact details and address)

- legal eligibility criteria (nationality, age and confirmation you are seeking (either alone or with others) to acquire a serviced plot of land in the relevant authorities area to build a house to occupy as your sole or main residence)
- details of personal preferences on housing (such as level of finance/mortgage, type of ownership, type of area, type of house, number of bedrooms)

To be entered onto Part 2 of the register:

- personal identifiers and contacts (name, contact details and address)
- Legal eligibility criteria (nationality, age and confirmation you are seeking (either alone or with others) to acquire a serviced plot of land in the relevant authorities area to build a house to occupy as your sole or main residence)
- details of personal preferences on housing (such as level of finance/mortgage, type of ownership, type of area, type of house, number of bedrooms)
- Local connection criteria (live in Warrington Borough, and has done so for a continuous period of two or more years; work in Warrington Borough; have a parent, child or grandparent living in the Warrington Borough, who has done so for a continuous period of two or more years; currently is in the regular service of armed forces of the Crown, or left the service not more than two years ago)

Who Will My Information Be Shared With?

Your information is shared with Ecomotive who act as data processors managing the Self-Build Register on the Council's behalf. Your information may also be shared with other relevant departments within the Council e.g. Development Management 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 Planning Policy Team either in writing at Warrington Borough Council, The Town Hall, Sankey Street, Warrington WA1 1UH or via email at ldf@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 Data Protection Act 2018 (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.

1. **Right of Access (formerly Subject Access Request)** - you have the right under the Data Protection Act 2018 (General Data Protection Regulation 2018) 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](#).

2. **Right to be informed** – as detailed through this Privacy Notice.
3. **Right to rectification** – you have the right to have personal data rectified if it is inaccurate or incomplete.
4. **Right to erasure** – depending on the legal basis for processing your information, you could have the right to have personal data erased.

5. **Right to restrict processing** – depending on the legal basis for processing your information, you have the right to reduce or stop the processing of your data.
6. **Right to data portability** – depending on the legal basis for processing your information, you have the right to obtain and reuse any electronic data we hold about you.
7. **Right to object to processing** – where processing your personal information is required for the performance of a public interest task (see above), you have the right to object.
You do not have to provide your email or telephone contact details but we must use your name and home address, as this is required by law for the purpose of maintaining the electoral register.

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, Town Hall, Sankey Street, Warrington WA1 1UH
- Visit us at: Contact Warrington, I Time Square, Warrington WA1 2NT

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.