

# Privacy Notice

Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), which means it determines what your data is used for and why it is collected. The purpose of this privacy notice is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are:

Bristol City Council  
P O Box 3176  
Bristol  
BS3 9FS

## What data we need to collect and the legal basis for processing it:

To provide this service, we will process **the following data:**

**Full name, address, email address, date of birth and nationality.**

We are collecting this data because we are required to under **the Self-build and Custom Housebuilding Act 2015 (as amended)**.

If you don't allow us to use your data this will mean that **we cannot consider your application for entry on the register.**

**We will also process data relating to your status and details of your self-build project where these have been provided. We are collecting this data with your consent.**

## How long we will keep your data for:

We will hold this information **until such time as:**

- **You request to be removed from the register; or**
- **The Council considers that you are no longer eligible for entry in the register; or**
- **You have acquired land suitable for building a house.**

After this, your information will be deleted or archived.

## Why we need to collect your data:

We will use this information for **determination of whether a person is eligible for entry in the register and to determine the level and nature of demand for self-build and custom housebuilding with the Council's administrative boundary.**

## Who we share your data with and why:

This data **may** be shared with **other West of England Local Authorities, including Bath and North East Somerset Council, North Somerset Council and South Gloucestershire Council.**

This information will be used to determine the level and nature of demand for self-build and custom housebuilding across the wider Bristol Housing Market area.

## If we have your consent to use your data:

You can withdraw your consent for us to process your information at any time **by writing to:**

Head of Housing Delivery  
Bristol City Council  
Housing Delivery Service  
P O Box 3176  
BRISTOL  
BS3 9FS

## Your rights as a data subject:

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller.

You also have a right of complaint to the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk) if you think we have not dealt with your information in a proper manner.

You can ask to see what information we hold about you and have access to it. You can do this by contacting:

Senior Data Protection Officer  
Bristol City Council  
ICT Commissioning and Information Governance  
P O Box 3176  
BRISTOL  
BS3 9FS  
[Data.protection@bristol.gov.uk](mailto:Data.protection@bristol.gov.uk)

Other questions about the data being processed may also be sent to the above address.

## Fraud Prevention and Detection:

Bristol City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit [www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection](http://www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection).