

Self-Build and Custom Housebuilding Register (register) Privacy Notice

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the UK General Data Protection Regulation (UK GDPR), which means it determines what your personal data is used for and why it is collected.

The purpose of this privacy notice is to tell you about how we collect and use personal data in connection with our service. We may update this privacy notice from time to time. When we do this, we will communicate any changes to you and publish the revised privacy notice on our website.

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found on [Bristol City Website](#)

What data we need to collect and use?

To provide this service, we will collect and use some or all of the personal information below:

- Full name
- Address
- Email address
- Date of birth
- Nationality

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.

How do we use your personal information?

We use this information for one or more of the following reasons:

We are collecting this data because we are required to under the Self-build and Custom Housebuilding Act 2015 (as amended) to add people to the self-build and custom housebuilding register.

If you don't allow us to use your data we cannot consider your application for entry on the register, contact to find out further information of your self-build needs and make you aware about potential self-build projects.



Privacy Notice Bristol City Council

Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where we have a valid legal basis to share data. We will only share the minimum information for each circumstance. We may share some of your personal information with one or more of the following:

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.

What is the legal basis for our use of your personal information?

The information below shows the legal bases we are relying on to use your personal or special category (sensitive) personal information.

Personal information

Our legal bases for using your personal information are to **meet our legal obligations and exercise our tasks in the public interest to have a** Self-Build Register of individuals and associations of individuals who are seeking to acquire serviced plots of land to build their own homes, under the Self-build and Custom Housebuilding Act 2015 (as amended).

How long we will keep your personal information?

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 which will only include non-identifiable data.

You can remove yourself from the Register by emailing housingdeliveryteam@bristol.gov.uk. Or by writing to:

Bristol City Council, Housing Delivery - Strategy and Enabling Team, Bristol City Council, P O Box 3176, BRISTOL, BS3 9FS

Your rights as a data subject

The law gives you a number of rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data.

Full details about your rights can be found in our [main privacy notice](#).



Privacy Notice Bristol City Council

To access a copy of your personal information, more details and how to make a request can be found on the [data protection subject access requests page on the council website](#).

To update or correct your information if it is inaccurate please [contact Citizens Services](#).

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at data.protection@bristol.gov.uk or by writing to our data protection officer at:

Data Protection Officer
Information Governance
Bristol City Council
City Hall
College Green
Bristol
BS1 5TR

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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