

Privacy Notice – Custom and Self Build Register

Our Commitment to Your Privacy

As part of our commitment to protecting your information, we have updated our Privacy Notice to explain how we collect, store and handle your personal data.

We have always been careful to protect your information, but this is part of our ongoing commitment to be transparent about how we use your information and keep it safe. This will also give you more clarity over how your information is being managed.

Through our revised privacy notice, we have addressed the new standards introduced by the European data protection law, known as the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Who we are

North Kesteven District Council is registered with the Information Commissioner's Office (ICO) as a 'data controller' under Z5680267. This means we will process and hold your personal data once you have completed and submitted the custom and self-build register survey.

What information do we collect

We collect your name, postal address, eligibility criteria and applicants' preferences/specific plot and property requirements to fulfil our obligations under the Self-Build and Custom Housebuilding Act 2015 and Housing and Planning Act 2016.

Why we collect your data

We collect your personal data so that we can retain a register of individuals, and associations of individuals, who wish to express their interest in self-build and/or custom housebuilding in the area. This data will be used to assess eligibility for the applicant's details to be placed on the Self-Build and Custom Housebuilding Register. This also enables North Kesteven District Council to determine the overall level of demand for self-build and custom built houses in the area and monitor trends in the data we hold. In addition, as part of our obligations in connection with the register, we may contact you should any plots meeting your requirements become available. Furthermore, we will use the information to publish anonymised headline data in Council publications, for example, the Annual Authority Monitoring Report.

However, please note an application for entry to the register does not necessarily guarantee inclusion on the register, and registration does not guarantee that a suitable plot of land will be identified or will become available for applicants. Self-build and custom built homes are subject to the same requirements for planning permission as other homes.

How we collect your data

We collect your data through a survey, which can be completed in electronic format. However, a paper copy can be provided upon request.

When we'll share your data

Sometimes we have a legal duty to provide personal information to other organisations or if there is a good reason that is more important than protecting your privacy. This does not happen often, but we may share your information with other organisations and the Police Authority for the prevention and detection of crime and/or for fraud prevention purposes.

We may also share the information contained within the register to other Divisions within North Kesteven District Council and the Central Lincolnshire Local Plans Team in order to monitor and analyse data as appropriate.

We do not sell your personal information to anyone outside of North Kesteven District Council and will never share your information for marketing purposes.

We will not be transferring the data outside the European Economic Area.

Know your rights

You have many rights regarding your personal data, which include seeing what personal information we hold about you. In addition, you can ask us to correct inaccuracies, remove personal data and restrict the personal information we hold. Where possible we will seek to comply with your request, but we may be required to continue to hold and process information to comply with a legal requirement.

In addition, we may retain non-person specific data indefinitely, which will be completely anonymised and will not be linked to any specific individual or association. Unfortunately, we will not be able to refund the £150 administration fee upon removal of your information.

If you want to contact us with regards to your rights, please contact dataprotection@n-kesteven.gov.uk

How do we protect your information

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of personal information.

How long do we keep your information

We will keep your information for two years if the applicant is not eligible to join the register and we will retain your information for seven years if the applicant is eligible to join the register. However, this data can be stored for as long as the applicant wishes their details to remain on the Self-Build and Custom Housebuilding Register or until a suitable service plot has been made available to them, after which it will be securely deleted.

Where can I get advice

If you have any concerns or questions about how your personal information is handled, please contact our Data Protection Officer at dataprotection@n-kesteven.gov.uk or by calling 01529 414155.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF.

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit ico.org.uk or email casework@ico.org.uk.