

Privacy Notice for the Camden Self-build and Custom Housebuilding Register ("the Self-build Register") August 2018

Introduction

We are providing this privacy notice because the Council collects personal information from anyone who applies to be included in the Self-build and Custom Housebuilding Register ("the Self-build Register"). When we handle personal information we are required to provide a privacy notice by the General Data Protection Regulation (GDPR).

The Council as an organisation is responsible for your personal information, and is known as the data controller. The Council also has a Data Protection Officer, who is responsible for making sure that we comply with the data protection rules when we handle your personal information.

Contact details for the data controller

The Council's contact details are:

London Borough of Camden,
Judd Street
London
WC1H 9JE

020 7974 4444

The Council's Data Protection Officer

The Council's Data Protection Officer is Andrew Maughan who is the council's Borough Solicitor. He can be contacted at dpo@camden.gov.uk

The personal information covered by this privacy notice

This privacy notice covers the personal information you have provided to us when you asked us to enter you on Self-build and Custom Housebuilding Register ("the Self-build Register"), or asked us to change your entry in the Self-build Register.

If you have provided personal information to the Council for another purpose this privacy notice will not apply. To find out how the Council treats personal information collected for other purposes please see the Council's general [privacy statement](#).

Legal requirement to provide personal information

Regulations under the Self-build and Custom Housebuilding Act 2015 ("the Self-build Legislation") set out the personal information that you must provide when you apply to be entered in the Self-build Register.

If you do not provide this personal information you will not be entered in the Self-Build Register.

The purpose of processing your personal information

The Council is required to process the personal information by the Self-build and Custom Housebuilding Act 2015 ("the Self-build Legislation"). The Self-build Legislation requires the Council to keep a register of people who are seeking to acquire land in the borough to build a house for their own occupation.

Under the Self-build Legislation the Council has a duty to take account of the register when it carries out the following functions:

- a) planning;
- b) housing;
- c) the disposal land;
- d) regeneration.

Under the Self-build Legislation the Council also has a duty to grant suitable planning permissions for the number of self-build homes needed to meet the demand indicated by the register.

The Council may use your personal information to let you know about opportunities to acquire land in the borough for self-build or custom housebuilding.

The Council may also use your personal information in an anonymous and aggregate form to allow us to effectively target and plan the provision of services for people seeking to acquire land in the borough for self-build or custom housebuilding.

The legal basis for processing

The legal basis for processing your personal information is Article 6(1)(c) of the General Data Protection Regulation (GDPR), as the processing is necessary to comply with our legal obligations under the Self-build Legislation.

Under the GDPR we must have a valid legal basis to process personal information. If we intend to process your personal information, we must tell you the legal basis for the processing. The legal basis is Article 6(1)(c) legal obligation under the Self Build legislation. We need to process your personal information to comply with our duties under the Self-build Legislation.

The categories of personal information collected for the Self-build Register

The types of personal information we collect for the Self-build Register are:

- name
- current address
- date of birth
- nationality/ citizenship
- confirmation that you are seeking to acquire land in the borough to build a house for your own occupation

From September 2018, in addition we will collect these types of personal information:

- information to demonstrate that you have access to the finance needed to acquire land valued at £360,000
- where relevant, information to demonstrate that you have lived in the London Borough of Camden for five of the last seven years, including previous addresses for up to seven years
- where relevant, information to demonstrate that you are or were in the service of the regular armed forces of the Crown no more than seven years before the date of your application for entry in the Self-build Register

Where the entry in the Self-build Register is for an association, the register includes the personal information listed above for each member of the association, and also the name and address of the lead contact for the association.

How long we will keep your personal information

The Council will keep your personal information while you remain in the Self-build Register.

If an individual or association asks to be removed from the Self-build Register, we will remove the entry from the Register within 28 days. We will retain the request to be removed for two years from the date of removal, but will not retain any other personal information associated with the entry.

Where the Council decides that an individual or association is not eligible for entry in the Self-build Register or otherwise decides to remove an entry from the Register, we will keep the personal information provided by the individual or association for two years from the date of the decision.

Keeping your information up-to-date

Individuals and associations who are entered in the Self-Build Register can write to us at any time to ask for the entry to be removed, or to amend the personal information related to the entry. The Council will respond to such requests and amend the Self-build Register as appropriate within 28 days.

The personal information associated with the Self-build Register will be reviewed every 2 years. To help us keep the information up-to-date, we will write to all individuals and associations entered on the Register and ask them whether they wish to remain on the Self-build Register, and whether there has been any change to their circumstances or the information they provided.

Sharing information with third parties

The council will share information with third parties only where the law compels or allows us to, for more details see the [Council's privacy statement](#).

The Council may publish your personal information in an anonymous and aggregate form to report the number of individuals and associations seeking to acquire land in the borough for self-build and custom housebuilding, and how this has changed over time.

In future we may wish to disclose your personal information to a third party to fulfil our duties under the Self-build Legislation. If we wish to do this we will provide a new privacy notice explaining the purpose of sharing the information and the controls we will place on the third party. Where necessary, we will seek your prior consent to sharing the personal information.

Transfer of personal information abroad

The Council may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

Automated decision-making and profiling

We will not use automated decision-making or profiling to process the personal information you provided for the Self-build Register.

Your rights

You have the right to request a copy of the information we hold about you, the right to ask us to rectify, erase or restrict processing of your data, the right to ask for data portability, the right to object to automated decision making, and if we are relying on consent the right to withdraw consent at any time. There are some exemptions to these rights. For more information, please see our [data protection guidance](#) and the [guidance of the Information Commissioner's Office](#). To exercise these rights please use our [online form](#).

The right to lodge a complaint with a supervisory authority

You can complain to the Information Commissioner's Office if you are unhappy with how the Council has handled your personal information. It would be helpful if you contacted us first at dpo@camden.gov.uk to see if we can resolve the problem. You can contact the ICO at casework@ico.org.uk telephone 0303 123 1113, or post to

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

Review of this privacy notice

We will keep this privacy notice under regular review. If the notice changes in any way we will place an updated version on our [self-build webpage](#) and take steps to communicate any changes to you where appropriate.