

# Privacy Notice

This document describes how and why we in the Planning and Transport Policy section of West Berkshire Council collect, store, protect, process and share the data you give to us. We collect personal data to help us in the preparation and maintenance of the West Berkshire Self-build and Custom Housebuilding Register.

Date of Issue: 24 May 2018

Update History:

24 May 2018	First issue of a new Privacy Notice – West Berkshire Self-build and Custom Housebuilding Register
13 April 2022	Minor amendment to contact details of the Data Protection Officer

Directorate: Environment  
Service: Development & Planning  
Team: Planning and Transport Policy

## About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council  
Market Street  
Newbury  
Berkshire  
RG14 5LD

ICO Registration Number: **Z6825178**  
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

## The Data Protection Officer

Contact details for the Data Protection Officer at the Council can be found at:  
[www.westberks.gov.uk/dpofficer](http://www.westberks.gov.uk/dpofficer)

## What personal data will we collect about you?

The [Housing and Planning Act 2016](#) requires local planning authorities to keep a Self-build and Custom Housebuilding Register. The register helps West Berkshire Council to understand the demand for land and plots for self-build and custom housebuilding within

West Berkshire district, and this in turn will help to inform policies contained in the West Berkshire development plan.

The [Self-build and Custom Housebuilding \(Register\) Regulations 2016](#) set out eligibility criteria for entry onto the register, and also specify some personal data that must be provided in an application. We therefore require the following personal details:

- Name
- Date of birth
- Whether a person is a British citizen, a national of an EEA State other than the United Kingdom, or a national of Switzerland
- Address

We also ask for the following additional personal details in order to process applications:

- Telephone number
- Email address

Whilst not compulsory, we also request that applicants provide the following information so that the Council can understand more about the requirements for self-build and custom housebuilding in the district:

- the number of serviced plots of land that you are seeking
- the type of properties you would like to build
- the number of bedrooms you require
- your connection to West Berkshire
- when you hope to start building
- the area(s) you are interested in living in

### **What will we use your data for?**

You are being asked for some of your personal details so that we can process your application to be placed on the Self-build and Custom Housebuilding Register for West Berkshire district. This personal information will only be used by the Council to process your application.

We need your name and contact details in order to keep in touch with you so that we can inform you of any suitable plots of land for self-build and custom housebuilding should they become available. Your age and nationality is legally required to place you on the register.

### **Who will see your data?**

Personal details on the register will not be made public. The Council will report headline data such as overall demand for self-build and custom-build housing in West Berkshire as part of the Council's evidence base for the West Berkshire [development plan](#), in the [Annual Monitoring Report](#), and in Government statistical returns. Your personal details will remain anonymous.

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**Why do we collect this information?**We are legally processing your data for the duties under the requirements of the Housing and Planning Act 2016 and [Self-build and Custom Housebuilding \(Register\) Regulations 2016](#).

There is information on your rights as a data subject below (see “Your rights”).

### **How long will your data be kept?**

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council’s retention schedule ([www.westberks.gov.uk/retention](http://www.westberks.gov.uk/retention) ).

### **How is your data stored and processed?**

Your data will be held on the Council’s electronic servers/database. The database will be protected using up-to-date technical and organisational security measures.

### **Transfer overseas**

Your data will not be stored or sent outside of the UK.

### **Your rights**

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form ([www.westberks.gov.uk/dprequest](http://www.westberks.gov.uk/dprequest) ) that also allows you to make a request for us to take action about something.

### **Complaints**

If you’ve already told us we need to do something, but we haven’t responded in a way you’re satisfied with, you can complain to the Information Commissioner’s Office (the ICO). It’s easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/> ), but you can also do so in writing to:

The Information Commissioner’s Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

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