

## **Privacy Notice for Planning Policy – Self-Build and Custom Housebuilding Register**

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

### **What information do we collect about you?**

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation (Art. 6(1)(c)). This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information for the purposes of providing a service to individuals to help them identify Self-Build and Custom Housebuilding (SCH) opportunities in the District.

You are choosing to provide the personal data – the personal data that you normally provide is your name, address, email address and telephone number. For applying information in regards to the Local Connection Test, you will provide us further data not limited to Council Tax, Utility Bill, Driving Licence and other documents that the Council deems necessary in order for us to establish that you have met the Local Connection Test. This is used to help us prioritise SCH opportunities to people with a local connection and to ensure that the register of the needs for SCH plots that the Council has a duty to meet reflects those who are genuinely seeking to obtain a SCH plot in the District.

When you provide your personal data we will add you to the register, either Part 1 or Part 2 depending on if you pass the Local Connection Test. You can request for us to remove you from the register if your circumstances have changed and/or you are no longer looking for SCH opportunities. Please contact us at [selfbuild@stalbans.gov.uk](mailto:selfbuild@stalbans.gov.uk). This means we will not use your personal data to contact you again.

### **How will we use the information about you?**

We use the information to inform the carrying out of our planning, housing and land disposal functions, eg when creating policy documents and assisting plan making and identifying demand for SCH. These may be subject to public consultation. Your personal details will not be available to be viewed by the public, however we may use anonymous data which you have provided in your form to assist us in identifying demand. We will also share your email address with landowners / developers who have obtained planning permission and wish to contact people on the Register, so that they can contact you to advise of potential SCH opportunities.

We may be required to share your personal information with the Police, or similar agency, or another Council for the purposes of preventing and detecting fraud. We will ensure that all personal information is kept securely.

We will not share the personal information we hold with any other external organisations or individuals.

### **How long will we keep this information?**

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk)

### **Individuals' Rights**

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk).

You can find out more about your rights on our website: <https://www.stalbans.gov.uk/transparency-and-data-information>

### **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to improve your use of the internet. For further information on how we use these and how you can control them, please visit <http://www.stalbans.gov.uk/about-this-site/legal-notice/cookies.aspx>

### **Changes to our Data Protection Policy**

We have a Data Protection Policy in place and this can be found here: <https://www.stalbans.gov.uk/general-data-protection-regulation>

We review this policy annually.

### **Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Judith Adamson, Solicitor - Regulatory Team Leader. She can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 866100 for our Complaints Team.

### **How to contact us**

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

## **Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.