

Wandsworth Borough Council Resident Self-Build and Custom Housebuilding Register – GDPR  
Statement / Privacy Notice

**What does this privacy notice do?**

This document explains why we have set up the Resident Self-Build and Custom Housebuilding Register and how we will hold your information. If anything about this is not clear, please do get in contact with us and we will be happy to answer your query.

**Why are you holding this register?**

The purpose of holding this information is to meet the obligations placed on us by two pieces of government legislation.

These are the [Self-Build and Custom Housebuilding act of 2015](#) and the [Housing and Planning act 2016](#).

In summary, these acts require Local Authorities to hold a register of individuals and associations who wish to express their interest in resident self-build and custom housebuilding in their respective areas. This allows the Local Authority to determine the overall level of demand for self-build and custom build houses in the Local Authority's area.

**What information will you be holding?**

In order to fulfil our obligations under the act, we will need a variety of information from each applicant to enter on our register.

As part of our obligations in connection with the register, we may need to contact you from time to time. Therefore, we will require information relating to your specific person, including your name and contact details.

Due to the eligibility requirements to enter onto the register, we will request and hold proof of such eligibility. We will hold onto this throughout the applicant's registration period. For any completions, we retain data for 7 years. Withdrawn cases mean proof will be retained for 2 years and rejected proof held for 6 weeks then deleted.

In order for us to monitor trends in the data, we may also request information related to applicants' preferences and also their specific property or plot requirements.

To see specifically what information we will be holding, please contact the Wandsworth Home Ownership Team to request a copy of the application form for the Resident Self-Build and Custom Build Register.

**Will my information be safe?**

Yes, the data will be kept on the Council's infrastructure and only accessible to staff who need it to process your requests. The Council takes information security very seriously and has a number of policies, procedures and processes to ensure the confidentiality, integrity and availability of all information we hold.

**Will you be sharing my data with anyone?**

When we are legally obliged to do so. We may need to share information on the register with other government agencies for fraud prevention purposes.

We may share the information contained within the register to other departments within Wandsworth Borough Council in order to monitor and analyse the data as appropriate. However, under these circumstances the data will be anonymised.

**Will you be transferring the data outside the EEA?**

No

**How long will you be holding onto my data for?**

This will depend on whether the applicant is eligible to join the register or not:

Not eligible: retention period is 2 years

Eligible: retention period is 7 years

**How can I request for my information to be removed from the register?**

If you want your personal information taken off the register please contact the [Wandsworth Home Ownership Team](#) and we will do so.

Please note, we will remove personal data upon request. However, in order for us to monitor trends across the register, we will retain non-person-specific data indefinitely. This information 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.

**Is there any automated decision making involved with the register?**

No

**What rights do I have under GDPR legislation?**

Under GDPR legislation, you have a number of rights, including:

- Right to be informed
- Right to access
- Right to rectification – if incomplete or inaccurate. Must inform third parties with whom we have shared data with
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights related to automated decision making and profiling

To find out more or to exercise these rights, you can access [Wandsworth Council's Data Protection Policy](#). You can also find further info on the [Information Commissioner's Office](#) website.

**What if I am unhappy or have concerns with the way Wandsworth Council is handling my data?**

You can contact us directly or lodge a complaint with the [Information Commissioner's Office](#).

**Identity and contact details of the data controller (WBC) and the name of the Data Protection Officer**

The data controller for the Wandsworth Borough Council Resident Self-Build and Custom Housebuilding Register is the Wandsworth Home Ownership Team.

The Data Protection Officer for Wandsworth Borough Council is Tania Robinson who can be contacted on [dpo@richmondandwandsworth.gov.uk](mailto:dpo@richmondandwandsworth.gov.uk).