Privacy Notice

Our core data protection obligations and commitments are set out in the council’s Primary Privacy Notice and on our website at Data Protection legislation.

Service Name: Self build and custom house building register

Salford City Council’s Business service supports businesses looking to relocate and / or grow their business in Salford.

Data protection obligations and commitments

Our core data protection obligations and commitments are set out in the council’s Primary Privacy Notice and on our website at Data Protection legislation.

This notice provides additional privacy information for: Applicants of the Self build and Custom Housebuilding Register

Purpose(s)

We collect your personal information for the following purpose(s):

- To make decisions about eligibility for inclusion on the self build / custom housebuilding register (in line with relevant legislation described below)
- To monitor and report on register applications and entries
- To make serviceable land available to you

Categories of personal data

In order to carry out these purposes we collect and obtain the following categories of personal data:

- Personal information (including: name, address, email, telephone number and date of birth)
- Characteristics (such as nationality)

Legal basis for processing

The legal basis for processing your personal information is to comply with the requirements under:

- The Self-Build and Custom Housebuilding Act 2015
- The Housing and Planning Act 2016
- The Self-build and Custom Housebuilding Regulations 2016
- The Self-build and Custom Housebuilding Regulations (Time for Compliance and Fees) 2016
- Self-Build and Custom Housebuilding Planning Practice Guidance (first published in April 2016 and revised in July 2017)

Information sharing/recipients

We may share personal information about you with the following types of organisations:

- Other Salford City Council services such as planning, housing strategy and enabling and regeneration team

Anonymised statistical data is shared with Ministry of Housing, Communities and Local
Government (MHCLG) and may be shared with Greater Manchester Combined Authority (GMCA) colleagues.

**Why we share your information**
We do not share your personal information with anyone without consent unless the law and our policies allow us to do so.

Your personal information may be shared with other Council services and teams in order to facilitate serviceable land being made available to those on the self build / custom housebuilding register in line with Housing and Planning Act 2016 requirement (10 2a)

We share anonymised data with the MHCLG on a statutory basis in lieu of regulatory monitoring.

We may share anonymised data with GMCA colleagues as part of the strategic planning and co-ordination which takes place at a Greater Manchester level.

If you fail to provide certain information when requested, we will not be able to process your application for entry onto the register and we will be prevented from complying with our legal obligations as described above.

**Automated Decisions**
All the decisions we make about you involve human intervention

**Data retention/criteria**
We will retain your information for as long as it is relevant (i.e. for the duration of your registration and for up to 6 months post registration) in accordance with [Local Authority retention schedule guidance]

**Your rights**
Information about:
- exercising your rights
- contacting the council’s Data Protection Officer
- raising a concern with us, or
- making a complaint to the Information Commissioner

is accessible in our guide Exercising Your Rights or on our website at: https://www.salford.gov.uk/your-council/council-and-decision-making/data-protection-legislation/

**Updates**
We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details Data Protection Legislation.

**Contact:**
If you would like to discuss anything in this privacy notice, please contact:

- Corporate Information Officer on 0161 793 2407 or email infogovernance@salford.gov.uk
- Information Management on 0161 778 0149 or email information.unit@salford.gov.uk