

Self Build Registration Privacy Statement

Data Controller

Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Newtown St Boswells, Melrose TD6 0SA. You can contact us on 0300 100 1800 or customeradvice@scotborders.gov.uk.

Data Protection Officer

The Council's Data Protection Officer can be contacted using the contact details for the Council as set out above or by email at dataprotection@scotborders.gov.uk

How we will use your information

We will use your information to allow us to register your interest in a possible future Self/Custom Home Build Scheme. By signing up you will help us find out more about demand for self-build plots across the Scottish Borders, where people would like their plot to be and the type of house they would like to build. We will use this information to develop the Scottish Borders Local Housing Strategy, inform Housing Needs and Demand Assessments, and to explore ways in which it might be possible for people and plots to be brought together. We will also use your information to contact you by post, email or telephone to maintain our records.

The Council is collecting and using this information in accordance with the Planning (Scotland) Act 2019 (section 16E) which requires all local planning Authorities to "prepare and maintain" a list of anyone interested in acquiring land for self-build across the authority area.

It is important to note that the Council will publish the following information on its website, **including your name:**

- a list of persons who have registered interest with the authority with the intention of acquiring land in the Scottish Borders Council's area for self-build housing
- the total number of individuals and groups/associations on their register
- preferred location(s) in a local area
- preferred type(s) of housing; and
- preferred no. of bedrooms

This processing is necessary for the performance of a task carried out in the public interest (Article 6(1)(e) of the UK General Data Protection Regulation).

The information you have provided will be retained for 3 years.

Who we may share your information with

The Council are legally obliged to safeguard public funds so details will be checked internally for fraud prevention and verification purposes and may be shared with other public bodies for the same purpose.

The Council are legally obliged to share certain data with other public bodies such as HMRC and will do so where the law requires this; we will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate.

Information is also analysed internally in order to provide management information, inform service delivery reform and similar purposes.

The Council will also be sharing your personal data with the Council's own Planning and Housing Teams within the Council for the purposes of recording both demand for a Self/Custom Built Home and for area self/custom home planning strategy purposes.

At this stage, your personal details will be held within the Council (including the Council's own Planning and Housing Section) and will not be shared with any external Third-Parties generally and specifically not shared with construction companies, property developer, architects and other possible related parties.

If any potential opportunities arise to progress a Self/Custom Build Home, you will be approached to seek consent for your personal data being shared with appropriate and identified external Third Parties together with a new Privacy Notice outlining new/revised data sharing arrangements.

Decision-Making

The Council does not use profiling or automated decision-making processes. Some processes are semi-automated (such as anti-fraud data matching), but a human decision maker will always be involved before any decision is reached in relation to you

Third Party Information

If you have provided anyone else's details to us, please make sure that you have told them that you have given their information to Scottish Borders Council. We will only use this information as part of the assessment of your need for services and to contact them in connection with delivery of any such services. If they want any more information on how we will use their information they can visit our web site at <http://www.scotborders.gov.uk/privacystatement> or by email dataprotection@scotborders.gov.uk

Your rights

For information on the rights you have over your personal data, please visit our website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

How to raise a complaint

Please visit our website <http://www.scotborders.gov.uk/DPYourRights> for information on how to raise a complaint if you are unhappy with the way the Council has processed your data.