

PRIVACY NOTICE – Self Build Register Application Forms

Processing your information

All Self-Build application forms received will be processed in accordance with The Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016).

Purpose of processing

Your information will be used by Mid Devon District Council (MDDC) to help understand the demand for self-build and custom housebuilding in Mid Devon and inform policies to improve the supply of land for self-build and custom build housing. All personal information will be kept strictly confidential. The Council may contact people on the register when opportunities become available or pass their contact details to landowners or builders who are providing self-build or custom housing, but only if it is clearly stated on the form that the Council can use a person's details in this way.

Data Controller

Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton.EX16 6PP

Data Processor

Planning Services Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton. EX16 6PP

Data Protection Officer

Catherine Yandle, Data Protection Office, Mid Devon District Council, Tiverton. EX16 6PP. Email: dpo@middevon.gov.uk

Information security and data sharing

Your information is stored securely within the planning system. Your information may be shared with landowners or builders who are providing self-build and custom build housing, but only if it is clearly stated on the application form that the Council can use a person's details in this way.

Accuracy of information

We will process the information given within 28 days upon receipt of the completed application. If your information is not accurate then you can call us on 01884 255255.

Retention

Applications will be held for as long as it is necessary and relevant for the functions of the Self-Build Register. Should you wish for your information to be withdrawn from the Self-Build Register please let us know, we will ensure that your information is deleted securely within 28 days.

Transferring data outside of the EU

Your information will not be transferred outside the EU by MDDC.

Individual rights

You have certain rights under the Data protection Act and the EU General Data protection Regulations (GDPR). These can be found on the ICO website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Complaints

If you are dissatisfied with the service that you have received and wish to make a complaint, you should write to Customer Services, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton, EX16 6PP. Alternatively you can email customerservices@middevon.gov.uk. Visit our website for more information [How our complaints procedure works - MIDDEVON.GOV.UK](#)