

## Privacy Notice for Self Build Application

Aylesbury Vale District Council (AVDC) is the controller for the personal information we use about you. We are committed to protecting your privacy when you use our services. The law requires us to give you a Privacy Notice which gives you details about how we use and protect your information.

Our contact details are:

**The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire, HP19 8FF. Telephone: 01296 585858**

Our Data Protection Officer is Mr Andy Barton. He can be contacted on [ibinning@aylesburyvaledc.gov.uk](mailto:ibinning@aylesburyvaledc.gov.uk) or telephone 01296 585495.

### What information do we have about you:

- Name, date of birth/age, resident of UK/EU/Switzerland/not resident, address, email, telephone number.
- Self Build - Local connection test evidence: this can include passport/drivers license, council tax bill, pay slips, birth certificates or marriage certificates. Type of property and location you wish to build in.
- Name, date of birth and nationality of others who will reside with you.

### Why are we using your information?

We need your information so that we can assess your eligibility to be entered onto the Aylesbury Vale District Council Self Build Register/keep the register, and to inform you on updates regarding self build opportunities.

### We can use your information because:

- You have given us your permission to use it.
- We need to comply with the law.
- We need it to provide you with a service as a local authority.

If we need to use your special information (please see the Council's main Privacy Notice) or information about criminal convictions, we can use it because:

- You have given us your permission to use it
- We need it to carry out our duties under the law
- We need it to monitor equal opportunities and treatment
- We need it to protect the public against dishonest or improper conduct

You have the right to stop us using your information at any time by writing to us at Self Build Register, Aylesbury Vale District Council, The Gateway, Aylesbury, HP19 8FF.

If you do not give us your information or you withdraw your consent, it will affect how we provide the service and you will not be entered onto, or will be removed from, the Self Build Register.

This information is only used for the reasons above but if we need to use it for any other reason we will normally tell you.

### **We may share your information with**

We may share information provided with other bodies responsible for auditing or administering public funds, and in relation to safeguarding purposes or in connection with the prevention of crime, criminal or legal investigations or proceedings including fraud (and the National Fraud Initiative) or regulatory functions.

Public and annual government returns are also made but these are statistical and will not contain any information that will identify you.

### **Your rights**

You have legal rights over your information. For details of those rights, how long we keep your information and how we keep it safe see our main [Privacy Notice](#) page

We would though like to bring to your attention that all evidence submitted to AVDC to support your Self Build application will be destroyed within 30 days of a decision being made with regard to your place on the Part 1 or Part 2 Self Build Register.

If you have any concerns and/or complaints you may write to Jackie Binning, Data Governance Officer, on email [jbinning@aylesburyvaledc.gov.uk](mailto:jbinning@aylesburyvaledc.gov.uk) or telephone 01296 585495, or see the [web page](#).