

## Privacy Notice

### Self-Build and Custom Build Register

#### How we use your information

Calderdale Council is registered with the Information Commissioners Office (ICO) under the provisions of the Data Protection Act 2018. The Council takes its responsibilities under the Act very seriously.

The information provided by you is collected purely for the purposes of the work required relating to the Council's responsibilities in respect of compilation of a Self-Build and Custom Build Register under the Planning Acts.

We need to collect this information in order to maintain accurate records, including your name and contact details to ensure that you can be properly registered in the preparation of the Self-Build and Custom Build Register. Completion of this form/sharing your information with us constitutes explicit consent from you for us to process your data for this purpose.

As part of our statutory functions we will not share your personal information with any person outside the Council without the written consent of the person who registered their details.

You may withdraw this consent at any time by writing to the Development Strategy Manager at [spatial.planning@calderdale.gov.uk](mailto:spatial.planning@calderdale.gov.uk)

This information will be kept whilst the entry is on the register until such time as the data is reviewed/amended by us or removed at your request.

You have the right to see what information is held about you, to have inaccurate information corrected, to have information removed from our system unless we are required by law or a statutory purpose to keep it and the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law.

The Council's Data Protection Officer is Tracie Robinson and can be contacted at [information\\_management@calderdale.gov.uk](mailto:information_management@calderdale.gov.uk)

If you remain dissatisfied you have the right to lodge a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)