

# Privacy Notice for Self-build and Custom Housebuilding

## Service description

Canterbury City Council is the data controller and is under a legal duty to maintain a register of people and organisations who are interested in self-build and custom housebuilding.

## Processing activity

The purposes for which your data will be used:

- Dealing with applications to the register
- Maintaining the register
- Processing payments
- Sharing information with other relevant authorities (see data sharing below).

## Information requirements

We require the following information:

- Name, address, email address, date of birth, nationality, details of local connection and payment information. Evidence relevant to your application.

If you do not give us the information we require, we may not be able to process your application.

## Lawful bases

Our **lawful bases** for processing your personal information are:

- Legal Obligation
- Public Task (charging a fee and details of local connection)

## Your rights

Your rights depend on the lawful basis we are relying on. More information is [available here](#).

## Data Processors

Canterbury City Council use the following data processors:

- Jadu, for the online application form,
- Google Ireland Ltd, for email and storage,
- Capita, to facilitate the payment process.

## Data sharing

Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

## Retention

We keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept in accordance with our Retention Policy. All information will be held securely and disposed of confidentially.

Please refer to our Corporate Privacy Notice at [www.canterbury.gov.uk/privacy](http://www.canterbury.gov.uk/privacy) for further details of how we process your personal information and your rights.