Data Protection Privacy Statement – Store interest in Self-Build and Custom Housebuilding in accordance with The Self-Build and Custom Housebuilding Act 2015

In order to deliver services to the citizens and communities in Bedford Borough, it is necessary for the Council to collect, gather and process personal data about residents, staff and other individuals. Bedford Borough Council is committed to protecting your personal data when you use its services and/or correspond with it.

The Council has registered as a Data Controller with the Information Commissioner's Office. This registration can be viewed on the ICO website (opens in a new window) Registration Number Z5916725.

As a Data Controller, the Council sets out the purposes and methods for processing information and ensures safeguards over any personal and special category information it processes.

The sections below explain the arrangements we have in place to protect the information entrusted to the Council.

In relation to, storing interest in Self-Build and Custom Housebuilding in accordance with The Self-Build and Custom Housebuilding Act 2015, Bedford Borough Council will process your personal data for the following processing purposes:

The data will be used to assess the eligibility for the applicant's details to be placed on the Self-Build and Custom Housebuilding Register.

It is processing this personal data by virtue of the following Lawful Basis:
Compliance with a legal obligation

Personal data provided so that the Council can keep a Register of those people interested in Self-Build and Custom Housebuilding in accordance with The Self-Build and Custom Housebuilding Act 2015 may be shared with, or obtained from the following organisations (in addition to any other disclosure required by a Court of Law or in response to a valid request by, normally, a law enforcement agency:

The data collected will only be shared with the appropriate Council officers in the strictest of confidence. However, it should be noted that any information the Council holds may, in exceptional circumstances, also be shared with other public bodies if this was necessary to safeguard the welfare of the person reporting or another person, for the prevention or detection of crime, or where this is otherwise required by law.

The processing of your personal data will be restricted in time to:

The data will be stored for as long as the applicant wishes their details to remain on the Self-Build and Custom Housebuilding Register or until a suitable serviced plot has been made available to them. The Registrants can ask for their details to be removed from the Register at any time by contacting the Council and, if they do, their details will be deleted from the Register

Your personal data will be held by/for the Council within the UK or the EU.

Please see details below in respect of any other reason we will be using your information:

The Self-Build & Custom Housebuilding Register is not publicly available and the personal data supplied will not be used for other purposes.

However, the Council may publish headline data based on the information provided for statistical purposes (e.g. the number of applicants on the Register or the areas of the Borough where applicants are most interested in building their Self-Build & Custom Housebuilding projects, etc.)

We have a range of measures to protect the personal data you provide. These include: cyber security; physical security of the Council's buildings and training on Data Protection for staff.

Bedford Borough Council is the Data Controller processing your information, who can be contacted as follows:

Information Governance
Bedford Borough Council
Borough Hall
Cauldwell Street
Bedford
MK42 9AP
Email: dpo@bedford.gov.uk
Telephone: 01234 267422

If you wish to enquire about your rights as a data subject, whether you wish to request a copy of your own information that Bedford Borough Council holds, request for data portability; rectification or erasure of your data for any reason or objection to any processing, please contact the Council's GDPR Data Protection Officer email: dpo@bedford.gov.uk or send to the above address.

Alternatively, in the event that you remain dissatisfied with the way Bedford Borough Council has handled the processing of your information (i.e. after liaising with the Council to find a satisfactory solution), you have the right to contact the UK's Statutory Authority: The Information Commissioner's Office (ICO) who can be contacted by using the details displayed at the bottom of the page entitled Personal information and your rights | Bedford Borough Council on our website under the "Challenging the response" heading.

Changes to this Notice:

We keep this Privacy Notice under regular review; this Notice was last updated in August 2025.