**Data Protection – Privacy Notice**

Hart District Council is committed to protecting your privacy when you use our services and will only use your personal information to administer your account and to provide the products and services you have requested. This privacy notice explains how we use information about you and how we protect your privacy.

You are being asked for some of your personal details so that we can process your application to be placed on the Self Build and Custom Housebuilding Register for Hart District. This personal information will be used by the council to process your application. We are required to keep these records for as long as an individual pays the appropriate fee or until the housing need has been satisfied.

Personal details on the register will not be made public. The council will report headline data such as overall demand for self build and custom housebuilding in Hart as part of the Council’s evidence base, in the Annual Monitoring Report and in government statistical returns. Your personal details will remain anonymous.

We need your consent in order to process your application. If you choose not to give us your consent, we will be unable to process your application. You have the right to request at any time:

1. What data we hold about you;
2. That incorrect or out of date information about you be corrected;
3. That all your data relating to the register be removed from our records;
4. To withdraw your details from the register.

If you wish to take any of these actions please contact the council by:

   Email:  planningpolicy@hart.gov.uk
   Phone:  01252 774118

If you believe we have not handled your personal data as we have described here, please email enquiries@hart.gov.uk.