

Privacy Notice for First Homes delivered via the Homes England Pilot scheme at Festival Park, Easton

What this document is for

This privacy notice provides details on how South Norfolk District Council 'the Council' uses your personal information for the purposes of assessment and approval of your application (or otherwise) and subsequent issuing of the Authority to Proceed form and Authority to Exchange form (which includes the Compliance Certificate) for a First Homes new build affordable home. By 'use' we mean the various ways it may be processed, including storing and sharing the information. South Norfolk District Council is known as the 'Data Controller'.

Please note:

- First Homes applications are processed by Persimmon Homes Limited (the developer) and the applicable mortgage advisor and South Norfolk District Council.
- Persimmon Homes Limited (the developer) are delivering First Homes under the Homes England First Homes Pilot scheme.
- Homes England is an executive public body sponsored by the Department for Levelling Up, Housing and Communities
- The First Homes programme is administered by South Norfolk District Council, Homes England and the Department for Levelling Up Housing and Communities and (DLUHC) - DLUHC is the UK Government department for housing, communities, local government in England and the levelling up policy.

Further details

We also provide further details, and particularly the following details, in our general privacy notice on our [website](#)

- Your rights under the UK General Data Protection Regulation (the UK GDPR) and how to exercise them; and
- How you can contact the Council's Data Protection Officer

What we use your information for

The Council will use your information to:

- Assess and make a decision on your First Homes application
- If successful, issue the Authority to Proceed form

- If information is incomplete, we will refer / discuss your application with Persimmon Homes Limited (the developer)
- Make enquiries to internal council departments
- Within required timescales, issue the subsequent Authority to Exchange form which includes the Compliance Certificate

What personal data we use about you

The Council will use the following information in relation to yourself - the main applicant and / or joint applicants

- Contact Information – this could include your name, current property address and email address, and telephone number(s)
- Dates of birth
- National Insurance Number
- Marital status
- Previous address history (if not resident at same address for the last year)
- Financial/employment circumstances for Income, Capital, Savings, and equity (may include bank statement/ pay slips)
- Confirmation of Mortgage offer and that it is at least 50% of discounted property value
- Occupation
- If applicable, tenancy agreement
- If Key Worker or Armed Forces, employment / service contract
- If applicable details of any service in the armed forces for former member, spouse / ex-partner
- Details of any child residency – may need address and main residency if different from applicant
- Equality information (which will be anonymised)

Who provides this information

The Council will receive this information from the developer for this scheme – Persimmon Homes Limited. This comes via the First Homes Application pack, but we may also receive some of this data from the Council Tax or other departments within the Council, as above.

How we share your information

We are required by Homes England to share the completed Authority to Proceed form and Authority to Exchange (and Compliance Certificate) with:

- The applicant(s)
- your conveyancer
- your mortgage advisor
- Persimmon Homes Limited

Personal data may need to be shared with Homes England or other Government agencies if requested for management of the scheme.

All parties that we share your data with will respect the security of your data and treat it in accordance with the law. For more information on how your personal data is managed, please refer to the appropriate privacy notice:

<https://www.dwh.co.uk/global/privacy-policy/>

<https://www.gov.uk/government/publications/homes-england-privacy-notice>

<https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government/about/personal-information-charter#privacy-notice>

<https://www.persimmonhomes.com/privacy-policy>

Any information which is shared will only be shared on a need to know basis, with appropriate organisations. Only the minimum information for the purpose will be shared.

How the law protects you and the legal basis for processing your information

We have legal grounds under the UK GDPR to process this information. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council.

How long will we keep your personal information for

The information you provide will be held securely by us for a period of no longer than **1 year** from the end of the First Homes pilot scheme - unless we are required by Homes England to retain the information for longer.

How we keep your information

The information is stored electronically, on the Council's network including records management systems.

Changes to this notice

We may amend this privacy notice at any time so please review it frequently. The date below will be amended each time this notice is updated.

This notice was updated in September 2022.